

# **Department of Social Services**

## **Support Divisions**

### **Fiscal Year 2016 Budget Request**

**Brian Kinkade, Director**

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Supports Division  
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# **Department's Recommendation Summary**

Decision Item Name	2016 Department Request				
	FTE	GR	FF	OF	Total
<b>Office of the Director</b>					
Core	3.25	143,088	144,644	30,773	318,505
Pay Plan CTC	0.00	744	773	0	1,517
<i>Total</i>	<b>3.25</b>	<b>143,832</b>	<b>145,417</b>	<b>30,773</b>	<b>320,022</b>
<b>Federal Grants and Donations</b>					
Core	0.00	0	9,443,552	33,999	9,477,551
<i>Total</i>	<b>0.00</b>	<b>0</b>	<b>9,443,552</b>	<b>33,999</b>	<b>9,477,551</b>
<b>Human Resource Center</b>					
Core	11.52	288,050	232,707	0	520,757
Pay Plan CTC	0.00	1,489	1,060	0	2,549
<i>Total</i>	<b>11.52</b>	<b>289,539</b>	<b>233,767</b>	<b>0</b>	<b>523,306</b>
<b>Mo Medicaid Audit &amp; Compliance</b>					
Core	82.00	1,412,719	2,431,507	486,858	4,331,084
Pay Plan CTC	0.00	6,586	8,515	1,904	17,005
PAB Pay Plan CTC		2,302	2,669	0	4,971
<i>Total</i>	<b>82.00</b>	<b>1,421,607</b>	<b>2,442,691</b>	<b>488,762</b>	<b>4,353,060</b>
<b>Systems Management</b>					
Core	0.00	683,695	3,969,576	0	4,653,271
<i>Total</i>	<b>0.00</b>	<b>683,695</b>	<b>3,969,576</b>	<b>0</b>	<b>4,653,271</b>
<b>Recovery Audit &amp; Compliance Contract</b>					
Core	0.00	0	0	1,200,000	1,200,000
<i>Total</i>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>1,200,000</b>	<b>1,200,000</b>
<b>Finance and Administrative Services</b>					
Core	72.00	2,226,362	1,305,873	1,553,212	5,085,447
Pay Plan CTC	0.00	10,095	5,701	20	15,816
<i>Total</i>	<b>72.00</b>	<b>2,236,457</b>	<b>1,311,574</b>	<b>1,553,232</b>	<b>5,101,263</b>

**Revenue Maximization**

Core	0.00	0	5,250,000	0	5,250,000
<i>Total</i>	<b>0.00</b>	<b>0</b>	<b>5,250,000</b>	<b>0</b>	<b>5,250,000</b>

**Receipt & Disbursement - Refunds**

Core	0.00	0	12,055,000	3,044,000	15,099,000
<i>Total</i>	<b>0.00</b>	<b>0</b>	<b>12,055,000</b>	<b>3,044,000</b>	<b>15,099,000</b>

**Neglected & Delinquent Children**

Core	0.00	1,900,000	0	0	1,900,000
<i>Total</i>	<b>0.00</b>	<b>1,900,000</b>	<b>0</b>	<b>0</b>	<b>1,900,000</b>

**Legal Services**

Core	125.97	1,704,884	3,741,760	856,155	6,302,799
Pay Plan CTC	0.00	9,913	16,583	3,088	29,584
<i>Total</i>	<b>125.97</b>	<b>1,714,797</b>	<b>3,758,343</b>	<b>859,243</b>	<b>6,332,383</b>

*Supports Core Total*

294.74	8,358,798	38,574,619	7,204,997	54,138,414
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*Total Supports*

294.74	8,389,927	38,609,920	7,210,009	54,209,856
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# **Office of Director**

## DECISION ITEM SUMMARY

Budget Unit	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Summary	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
Fund								
<b>OFFICE OF DIRECTOR</b>								
<b>CORE</b>								
PERSONAL SERVICES								
GENERAL REVENUE	103,072	1.01	107,404	1.61	107,404	1.61	0	0.00
DEPT OF SOC SERV FEDERAL & OTH	70,112	0.70	143,447	0.72	143,447	0.72	0	0.00
CHILD SUPPORT ENFORCEMENT FUND	30,632	0.36	30,773	0.92	30,773	0.92	0	0.00
<b>TOTAL - PS</b>	<b>203,816</b>	<b>2.07</b>	<b>281,624</b>	<b>3.25</b>	<b>281,624</b>	<b>3.25</b>	<b>0</b>	<b>0.00</b>
EXPENSE & EQUIPMENT								
GENERAL REVENUE	34,646	0.00	35,684	0.00	35,684	0.00	0	0.00
DEPT OF SOC SERV FEDERAL & OTH	1,197	0.00	1,197	0.00	1,197	0.00	0	0.00
<b>TOTAL - EE</b>	<b>35,843</b>	<b>0.00</b>	<b>36,881</b>	<b>0.00</b>	<b>36,881</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>TOTAL</b>	<b>239,659</b>	<b>2.07</b>	<b>318,505</b>	<b>3.25</b>	<b>318,505</b>	<b>3.25</b>	<b>0</b>	<b>0.00</b>
<b>Pay Plan FY15-Cost to Continue - 0000014</b>								
PERSONAL SERVICES								
GENERAL REVENUE	0	0.00	0	0.00	744	0.00	0	0.00
DEPT OF SOC SERV FEDERAL & OTH	0	0.00	0	0.00	773	0.00	0	0.00
<b>TOTAL - PS</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>1,517</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>1,517</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$239,659</b>	<b>2.07</b>	<b>\$318,505</b>	<b>3.25</b>	<b>\$320,022</b>	<b>3.25</b>	<b>\$0</b>	<b>0.00</b>

## CORE DECISION ITEM

Department: Social Services  
Division: Office of Director  
Core: Office of Director

Budget Unit: 88712C

### 1. CORE FINANCIAL SUMMARY

	FY 2016 Budget Request				FY 2016 Governor's Recommendation			
	GR	Federal	Other	Total	GR	Federal	Other	Total
PS	107,404	143,447	30,773	281,624	PS			
EE	35,684	1,197		36,881	EE			
PSD					PSD			
TRF					TRF			
Total	<b>143,088</b>	<b>144,644</b>	<b>30,773</b>	<b>318,505</b>	Total			
FTE	1.61	0.72	0.92	3.25	FTE			
<i>Est. Fringe</i>	45,239	46,260	17,503	109,002	<i>Est. Fringe</i>			

*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds: Child Support Enforcement Collections Fund (0169)

Other Funds:

### 2. CORE DESCRIPTION

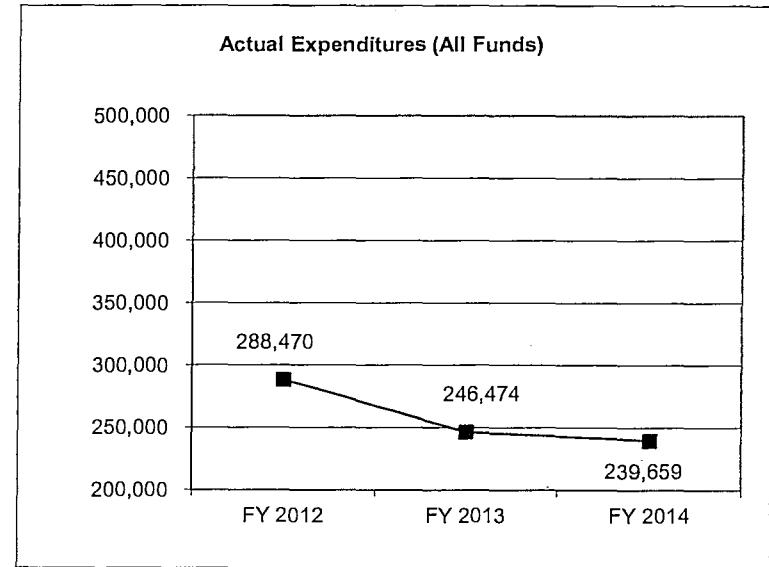
Core operating budget for the Office of the Director.

### 3. PROGRAM LISTING (list programs included in this core funding)

Office of the Director

#### 4. FINANCIAL HISTORY

	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Current Yr.
Appropriation (All Funds)	344,766	273,825	257,360	318,505
Less Reverted (All Funds)	(8,317)	(6,516)	(4,259)	N/A
Budget Authority (All Funds)	336,449	267,309	253,101	N/A
Actual Expenditures (All Funds)	288,470	246,474	239,659	N/A
Unexpended (All Funds)	47,979	20,835	13,442	N/A
Unexpended, by Fund:				
General Revenue	26,704	2	0	N/A
Federal	1,296	3,032	0	N/A
Other	19,979	17,801	13,442	N/A
	(1)	(2)		(3)



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

#### NOTES:

- (1) FY12 Core reduction of \$49,612 in PS and \$115 in E&E. Agency Reserve of \$16,148 (E&E) in Child Support Enforcement.
- (2) FY13 Agency Reserve of \$16,032 (E&E) in Child Support Enforcement.
- (3) FY15 Core reduction of \$13,441 in (E&E) Child Support Enforcement Fund

## CORE RECONCILIATION DETAIL

**DEPARTMENT OF SOCIAL SERVICES**

**OFFICE OF DIRECTOR**

### 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>							
	PS	3.25	107,404	143,447	30,773	281,624	
	EE	0.00	35,684	1,197	0	36,881	
	<b>Total</b>	<b>3.25</b>	<b>143,088</b>	<b>144,644</b>	<b>30,773</b>	<b>318,505</b>	
<b>DEPARTMENT CORE ADJUSTMENTS</b>							
Core Reallocation	759 3577	PS	0.00	0	0	0	0
Core Reallocation	759 4333	PS	0.00	0	0	0	(0)
Core Reallocation	759 2956	PS	0.00	0	0	0	(0)
<b>NET DEPARTMENT CHANGES</b>		<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(0)</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	PS	3.25	107,404	143,447	30,773	281,624	
	EE	0.00	35,684	1,197	0	36,881	
	<b>Total</b>	<b>3.25</b>	<b>143,088</b>	<b>144,644</b>	<b>30,773</b>	<b>318,505</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	PS	3.25	107,404	143,447	30,773	281,624	
	EE	0.00	35,684	1,197	0	36,881	
	<b>Total</b>	<b>3.25</b>	<b>143,088</b>	<b>144,644</b>	<b>30,773</b>	<b>318,505</b>	

**DECISION ITEM DETAIL**

Budget Unit	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>OFFICE OF DIRECTOR</b>								
<b>CORE</b>								
STATE DEPARTMENT DIRECTOR	120,291	1.00	121,030	1.00	121,030	1.00	0	0.00
DEPUTY STATE DEPT DIRECTOR	47,065	0.46	103,572	0.56	109,154	1.00	0	0.00
DESIGNATED PRINCIPAL ASST DEPT	19,961	0.27	0	0.00	0	0.00	0	0.00
SPECIAL ASST OFFICE & CLERICAL	16,499	0.34	57,022	1.69	51,440	1.25	0	0.00
<b>TOTAL - PS</b>	<b>203,816</b>	<b>2.07</b>	<b>281,624</b>	<b>3.25</b>	<b>281,624</b>	<b>3.25</b>	<b>0</b>	<b>0.00</b>
TRAVEL, IN-STATE	1,669	0.00	1,564	0.00	1,564	0.00	0	0.00
TRAVEL, OUT-OF-STATE	363	0.00	1,006	0.00	1,006	0.00	0	0.00
SUPPLIES	12,052	0.00	17,504	0.00	13,146	0.00	0	0.00
PROFESSIONAL DEVELOPMENT	1,558	0.00	2,187	0.00	1,548	0.00	0	0.00
COMMUNICATION SERV & SUPP	12,368	0.00	10,754	0.00	12,456	0.00	0	0.00
PROFESSIONAL SERVICES	1,347	0.00	1,553	0.00	1,553	0.00	0	0.00
HOUSEKEEPING & JANITORIAL SERV	272	0.00	177	0.00	305	0.00	0	0.00
M&R SERVICES	4,550	0.00	981	0.00	4,554	0.00	0	0.00
OFFICE EQUIPMENT	662	0.00	10	0.00	10	0.00	0	0.00
OTHER EQUIPMENT	223	0.00	10	0.00	10	0.00	0	0.00
BUILDING LEASE PAYMENTS	20	0.00	10	0.00	10	0.00	0	0.00
EQUIPMENT RENTALS & LEASES	693	0.00	1,115	0.00	709	0.00	0	0.00
MISCELLANEOUS EXPENSES	66	0.00	10	0.00	10	0.00	0	0.00
<b>TOTAL - EE</b>	<b>35,843</b>	<b>0.00</b>	<b>36,881</b>	<b>0.00</b>	<b>36,881</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$239,659</b>	<b>2.07</b>	<b>\$318,505</b>	<b>3.25</b>	<b>\$318,505</b>	<b>3.25</b>	<b>\$0</b>	<b>0.00</b>
GENERAL REVENUE	\$137,718	1.01	\$143,088	1.61	\$143,088	1.61		0.00
FEDERAL FUNDS	\$71,309	0.70	\$144,644	0.72	\$144,644	0.72		0.00
OTHER FUNDS	\$30,632	0.36	\$30,773	0.92	\$30,773	0.92		0.00

## PROGRAM DESCRIPTION

**Department: Social Services**

**Program Name: Office of Director**

**Program is found in the following core budget(s): Office of Director**

### **1. What does this program do?**

In its leadership role, the Office of the Director operates under the guiding principles of:

- Results
- Excellence in Service
- Proficiency
- Integrity
- Accountability

Nearly 7,000 employees in four program divisions (Children's Division, Family Support Division, Division of Youth Services and MO HealthNet Division) and two support divisions (Division of Finance and Administrative Services and Division of Legal Services) report to the Office of the Director. The Office of the Director oversees and coordinates the divisions' programs and services to meet department goals that:

- Every Missouri child will be safe and live free from abuse and neglect.
- Every young person served by the Division of Youth Services (DYS) will become a productive citizen and lead a fulfilling life.
- Every MO HealthNet participant has access to high quality, cost effective health care.
- Every eligible Missourian has access to supports that assist them in overcoming barriers to self reliance.
- DSS will operate with responsiveness, accountability and respect for the public trust.

Department of Social Services current focus areas include:

- Implementing a multi-system approach to working with youth who crossover between child welfare and juvenile justice.
- Strengthening permanency outcomes for children placed in the Children's Division care and custody.
- Improving child safety and services, enabling families to remain intact.
- Reorganizing Family Support Division and Children's Division office space to ensure customer access to services, increase efficiencies in staff usage and realize cost savings.
- Streamlining operations (Family Support Division call center expansion) and increasing use of technology (imaging/document management and telehealth for the Division of Youth Services) to support DSS goals.
- Implementing a new eligibility and enrollment system for income maintenance programs called Missouri Eligibility Determination and Enrollment System (MEDES)
- Increasing TANF (Temporary Assistance for Needy Families) work participation rate.
- Analyzing and revamping Medicaid reimbursement methodologies to manage costs and promote quality.
- Promoting electronic health records through Medicaid Health Information Technology incentives by coordinating with Missouri Health Connection.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

State Statute: 660.010, RSMo.

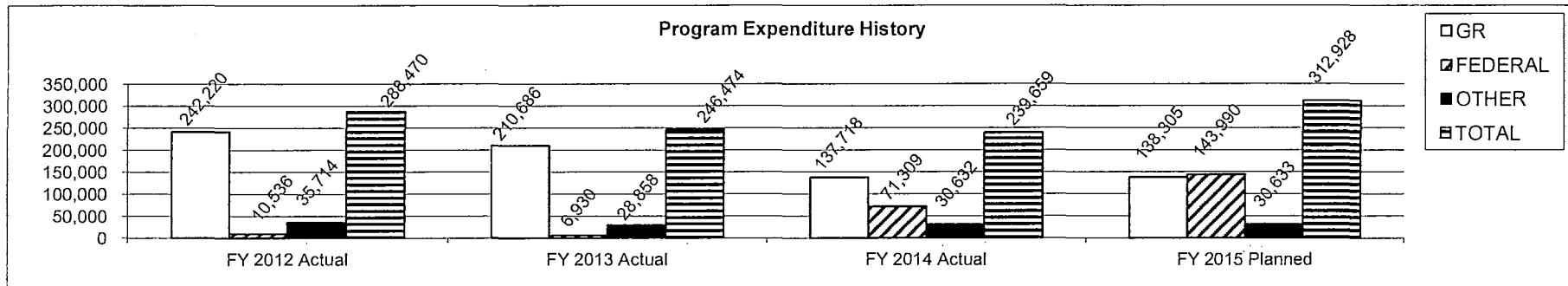
**3. Are there federal matching requirements? If yes, please explain.**

There is no federal matching requirement. However, expenditures are pooled with other administrative expenditures to earn a federal indirect rate.

**4. Is this a federally mandated program? If yes, please explain.**

No.

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



Planned FY 2015 expenditures are net of reserves and reverted.

Reverted: \$ 4,293 General Revenue

Restricted: \$490 General Revenue, \$654 Federal Funds, \$140 Other

**6. What are the sources of the "Other " funds?**

Child Support Enforcement Collections Fund (0169)

**7a. Provide an effectiveness measure.**

The Office of the Director supports all Department of Social Services programs. Efficiency measures will be found in the departmental division sections.

**7b. Provide an efficiency measure.**

N/A

**7c. Provide the number of clients/individuals served, if applicable.**

N/A

**7d. Provide a customer satisfaction measure, if available.**

N/A

# **Federal Grants and Donations**

## DECISION ITEM SUMMARY

Budget Unit	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Summary	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
Fund								
<b>FEDERAL GRANTS &amp; DONATIONS</b>								
<b>CORE</b>								
PERSONAL SERVICES								
DEPT OF SOC SERV FEDERAL & OTH	0	0.00	1	0.00	1	0.00	0	0.00
FAMILY SERVICES DONATIONS	0	0.00	1	0.00	1	0.00	0	0.00
TOTAL - PS	0	0.00	2	0.00	2	0.00	0	0.00
EXPENSE & EQUIPMENT								
DEPT OF SOC SERV FEDERAL & OTH	583,740	0.00	2,617,251	0.00	2,193,629	0.00	0	0.00
FEDERAL STIMULUS-DSS	2,448,213	0.00	0	0.00	0	0.00	0	0.00
FAMILY SERVICES DONATIONS	0	0.00	13	0.00	13	0.00	0	0.00
TOTAL - EE	3,031,953	0.00	2,617,264	0.00	2,193,642	0.00	0	0.00
PROGRAM-SPECIFIC								
DEPT OF SOC SERV FEDERAL & OTH	499,820	0.00	6,826,300	0.00	7,249,922	0.00	0	0.00
FAMILY SERVICES DONATIONS	0	0.00	33,985	0.00	33,985	0.00	0	0.00
TOTAL - PD	499,820	0.00	6,860,285	0.00	7,283,907	0.00	0	0.00
<b>TOTAL</b>	<b>3,531,773</b>	<b>0.00</b>	<b>9,477,551</b>	<b>0.00</b>	<b>9,477,551</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$3,531,773</b>	<b>0.00</b>	<b>\$9,477,551</b>	<b>0.00</b>	<b>\$9,477,551</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>

## CORE DECISION ITEM

Department: Social Services

Division: Office of Director

Core: Federal Grants and Donations

Budget Unit: 88722C

### 1. CORE FINANCIAL SUMMARY

FY 2016 Budget Request				
	GR	Federal	Other	Total
PS		1	1	2
EE		2,193,629	13	2,193,642
PSD		7,249,922	33,985	7,283,907
TRF				
<b>Total</b>		<b>9,443,552</b>	<b>33,999</b>	<b>9,477,551</b>

FTE 0.00

*Est. Fringe* [Redacted]

*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds: Family Services Donation (0167)

FY 2016 Governor's Recommendation				
	GR	Federal	Other	Total
PS				
EE				
PSD				
TRF				
<b>Total</b>				

FTE [Redacted]

*Est. Fringe* [Redacted]

*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

### 2. CORE DESCRIPTION

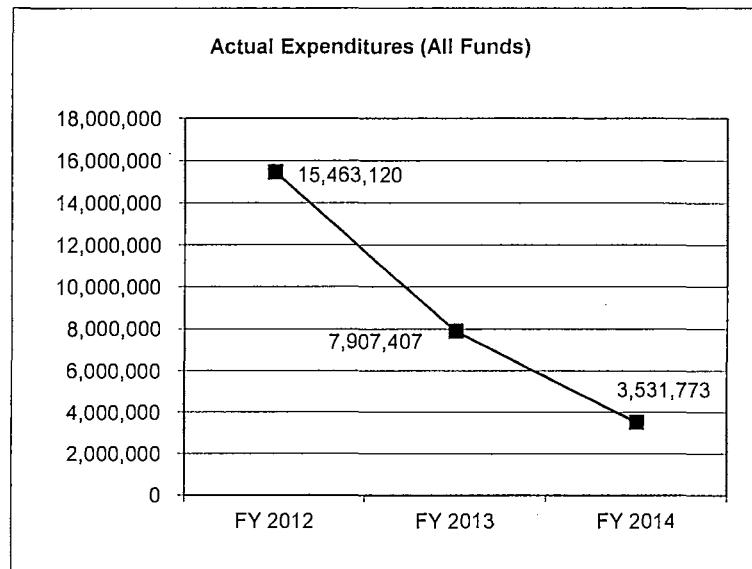
Core budget to receive and spend time limited grants or donations from federal, state or private sources. Appropriations language requires the Department to notify the Senate Appropriations and House Budget Chairs prior to expending grants from the fund. That notification is provided during the budget process for known expenditures and through a letter for grants not known at the time of budget printing.

### 3. PROGRAM LISTING (list programs included in this core funding)

Federal Grants and Donations

#### 4. FINANCIAL HISTORY

	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Current Yr.
Appropriation (All Funds)	16,583,958	10,033,999	9,477,551	9,477,551
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	16,583,958	10,033,999	9,477,551	N/A
Actual Expenditures (All Funds)	15,463,120	7,907,407	3,531,773	N/A
Unexpended (All Funds)	1,120,838	2,126,592	5,945,778	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	309,331	2,092,593	5,911,779	N/A
Other	811,507	33,999	33,999	N/A
	(1)	(2)	(3)	



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

#### NOTES:

(1) FY12 original appropriations total was \$5,954,958. E increase of \$2,149,000 federal fund 0610. E increase of \$1,900,000 fund 0254 for MHD housing grant to support Joplin tornado victims. E increase \$80,000 federal fund 2292. E increase \$6,500,000 federal fund 0199 for food banks, school-aged childcare, and mentoring services from TANF Contingency Fund.

(2) FY13 transferred \$6,500,000 from 0610 federal funds to federal fund 0199 for food banks, school-aged childcare, and mentoring services from TANF Contingency Fund. Agency Reserve of \$23,999 for Family Services Donation Fund (0167). Federal lapse from fund 0610 was due to timeliness of spending grants.

(3) FY14 transferred \$2,460,044 from 0610 federal funds to federal fund 2292 for Early Childhood Adv Council and Health Care IT. Agency Reserve of \$23,999 for Family Services Donation Fund (0167). Federal lapse from fund 0610 was due to timeliness of spending grants.

## CORE RECONCILIATION DETAIL

### DEPARTMENT OF SOCIAL SERVICES FEDERAL GRANTS & DONATIONS

#### 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>							
	PS	0.00	0	1	1	2	
	EE	0.00	0	2,617,251	13	2,617,264	
	PD	0.00	0	6,826,300	33,985	6,860,285	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>9,443,552</b>	<b>33,999</b>	<b>9,477,551</b>	
<b>DEPARTMENT CORE ADJUSTMENTS</b>							
Core Reallocation	8 9942	EE	0.00	0	(423,622)	0	(423,622) Core reallocations will more closely align with planned expenditures
Core Reallocation	8 9942	PD	0.00	0	423,622	0	423,622 Core reallocations will more closely align with planned expenditures
<b>NET DEPARTMENT CHANGES</b>		<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	PS	0.00	0	1	1	2	
	EE	0.00	0	2,193,629	13	2,193,642	
	PD	0.00	0	7,249,922	33,985	7,283,907	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>9,443,552</b>	<b>33,999</b>	<b>9,477,551</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	PS	0.00	0	1	1	2	
	EE	0.00	0	2,193,629	13	2,193,642	
	PD	0.00	0	7,249,922	33,985	7,283,907	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>9,443,552</b>	<b>33,999</b>	<b>9,477,551</b>	

**DECISION ITEM DETAIL**

Budget Unit	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>FEDERAL GRANTS &amp; DONATIONS</b>								
<b>CORE</b>								
OTHER	0	0.00	2	0.00	2	0.00	0	0.00
<b>TOTAL - PS</b>	<b>0</b>	<b>0.00</b>	<b>2</b>	<b>0.00</b>	<b>2</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
TRAVEL, IN-STATE	4,696	0.00	5,001	0.00	5,001	0.00	0	0.00
TRAVEL, OUT-OF-STATE	0	0.00	8,317	0.00	3,001	0.00	0	0.00
SUPPLIES	9,008	0.00	200,001	0.00	15,000	0.00	0	0.00
PROFESSIONAL DEVELOPMENT	7,975	0.00	80,001	0.00	15,000	0.00	0	0.00
COMMUNICATION SERV & SUPP	13,360	0.00	47,001	0.00	25,001	0.00	0	0.00
PROFESSIONAL SERVICES	2,976,959	0.00	2,102,934	0.00	2,102,934	0.00	0	0.00
M&R SERVICES	8,884	0.00	25,001	0.00	15,000	0.00	0	0.00
COMPUTER EQUIPMENT	0	0.00	10,000	0.00	0	0.00	0	0.00
MOTORIZED EQUIPMENT	0	0.00	50,000	0.00	0	0.00	0	0.00
OFFICE EQUIPMENT	2,364	0.00	7,501	0.00	1	0.00	0	0.00
OTHER EQUIPMENT	5,084	0.00	38,001	0.00	6,001	0.00	0	0.00
PROPERTY & IMPROVEMENTS	0	0.00	2,501	0.00	1	0.00	0	0.00
BUILDING LEASE PAYMENTS	2,553	0.00	8,501	0.00	5,001	0.00	0	0.00
EQUIPMENT RENTALS & LEASES	135	0.00	2,501	0.00	201	0.00	0	0.00
MISCELLANEOUS EXPENSES	935	0.00	30,003	0.00	1,500	0.00	0	0.00
<b>TOTAL - EE</b>	<b>3,031,953</b>	<b>0.00</b>	<b>2,617,264</b>	<b>0.00</b>	<b>2,193,642</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
PROGRAM DISTRIBUTIONS	499,820	0.00	6,860,285	0.00	7,283,907	0.00	0	0.00
<b>TOTAL - PD</b>	<b>499,820</b>	<b>0.00</b>	<b>6,860,285</b>	<b>0.00</b>	<b>7,283,907</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$3,531,773</b>	<b>0.00</b>	<b>\$9,477,551</b>	<b>0.00</b>	<b>\$9,477,551</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00		0.00
FEDERAL FUNDS	\$3,531,773	0.00	\$9,443,552	0.00	\$9,443,552	0.00		0.00
OTHER FUNDS	\$0	0.00	\$33,999	0.00	\$33,999	0.00		0.00

## PROGRAM DESCRIPTION

**Department: Social Services**

**Program Name: Federal Grants and Donations**

**Program is found in the following core budget(s): Federal Grants and Donations**

### **1. What does this program do?**

This appropriation provides the Department with a centralized administrative mechanism to receive and expend new grants as they become available during the fiscal year. The Division of Finance and Administrative Services coordinates the use of this authority for the Department as divisions pursue sources other than General Revenue for funding. New funding sources and new grants provide opportunities to sustain a level of service delivery and fund program development that will better serve Missourians. Without this appropriation, the Department would be forced to delay use of new grants and donations until emergency or supplemental appropriations are approved.

This appropriation is primarily used for one-time and/or time-limited federal grants and may support a wide variety of expenditures, including staff, if called on or required, for effective administration of the grant or donation. House Bill 11 language for this appropriation requires the Department to notify the General Assembly of any new funds and the purpose for which they will be expended. Multiple year grants that are first spent through this appropriation are transferred to the grantee Division's budget through the appropriation process when it is anticipated that funding will continue for years after the grant is first received. Exceptions to this rule are made in those cases when the Department is acting in an administrative capacity.

Awards utilizing this appropriation are:

Division	FY 16 Planned
FSD	
FSD	School Violence Hotline
CD	Adoption Incentives
CD	Diligent Recruitment
CD	Casey Family Services Grant
CD	
FSD	
DLS	STAT Task Force
DLS	
DYS	Title I
DYS	DYS Donations

Awards which utilized this appropriation in FY 14

FY14
ECF Contingency
School Violence Hotline
Adoption Incentives
Diligent Recruitment
Casey Family Services Grant
Children Services Administration RMTS
Child Nutrition Summer Demo Project
STAT Task Force
State Cyber Crime
Title I
DYS Donations

### **2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

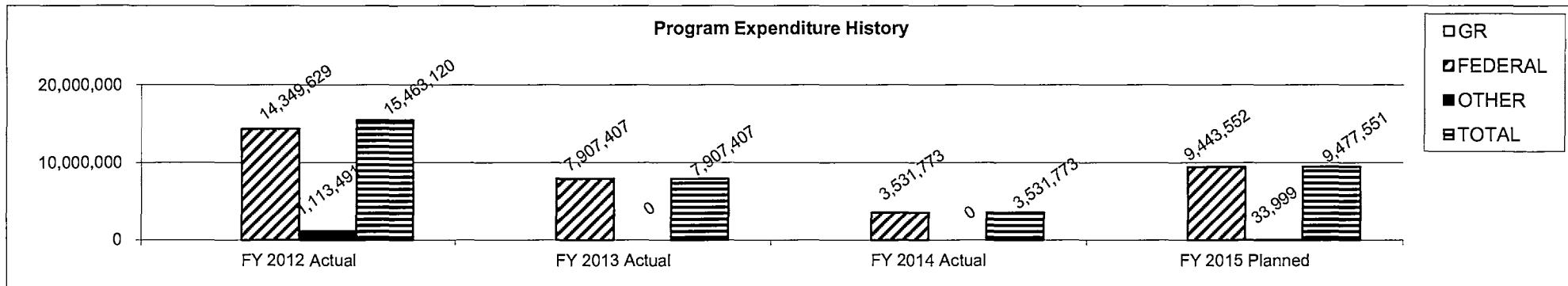
Chapter 660 RSMo.

**3. Are there federal matching requirements? If yes, please explain.**

Some federal grants require a state match. State matches are paid from the grantee Division's budget. The percentage of required state match depends on the grant.

**4. Is this a federally mandated program? If yes, please explain.**

No.

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**

FY12- Business Enterprises Program was transferred to Family Support Division; \$1.9M Missouri Housing Authority Funds administered by MHDC for Joplin.

FY13- Agency reserve of \$23,999 (Other)

FY14 -Agency reserve of \$23,999 (Other)

FY15- Planned expenditures

**6. What are the sources of the "Other " funds?**

Family Services Donation (0167)

**7a. Provide an effectiveness measure.**

Effectiveness is measured in the division or program using the funds.

**7b. Provide an efficiency measure.**

Efficiency is measured in the division or program using the funds.

**7c. Provide the number of clients/individuals served, if applicable.**

N/A

**7d. Provide a customer satisfaction measure, if available.**

N/A

# **Human Resource Center**

## DECISION ITEM SUMMARY

Budget Unit	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Summary	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
Fund								
<b>HUMAN RESOURCE CENTER</b>								
<b>CORE</b>								
PERSONAL SERVICES								
GENERAL REVENUE	265,269	5.31	276,310	6.30	276,310	6.30	0	0.00
DEPT OF SOC SERV FEDERAL & OTH	194,615	3.92	196,818	5.22	196,818	5.22	0	0.00
TOTAL - PS	459,884	9.23	473,128	11.52	473,128	11.52	0	0.00
EXPENSE & EQUIPMENT								
GENERAL REVENUE	11,407	0.00	11,740	0.00	11,740	0.00	0	0.00
DEPT OF SOC SERV FEDERAL & OTH	29,227	0.00	35,889	0.00	35,889	0.00	0	0.00
TOTAL - EE	40,634	0.00	47,629	0.00	47,629	0.00	0	0.00
<b>TOTAL</b>	<b>500,518</b>	<b>9.23</b>	<b>520,757</b>	<b>11.52</b>	<b>520,757</b>	<b>11.52</b>	<b>0</b>	<b>0.00</b>
<b>Pay Plan FY15-Cost to Continue - 0000014</b>								
PERSONAL SERVICES								
GENERAL REVENUE	0	0.00	0	0.00	1,489	0.00	0	0.00
DEPT OF SOC SERV FEDERAL & OTH	0	0.00	0	0.00	1,060	0.00	0	0.00
TOTAL - PS	0	0.00	0	0.00	2,549	0.00	0	0.00
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>2,549</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$500,518</b>	<b>9.23</b>	<b>\$520,757</b>	<b>11.52</b>	<b>\$523,306</b>	<b>11.52</b>	<b>\$0</b>	<b>0.00</b>

## CORE DECISION ITEM

Department: Social Services  
Division: Office of Director  
Core: Human Resource Center

Budget Unit: 88742C

### 1. CORE FINANCIAL SUMMARY

	FY 2016 Budget Request				FY 2016 Governor's Recommendation			
	GR	Federal	Other	Total	GR	Federal	Other	Total
PS	276,310	196,818		473,128				
EE	11,740	35,889		47,629				
PSD								
TRF								
Total	<b>288,050</b>	<b>232,707</b>		<b>520,757</b>				
FTE	6.30	5.22		11.52	FTE			
<i>Est. Fringe</i>	137,747	105,370	0	243,117	<i>Est. Fringe</i>			

*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

Other Funds:

### 2. CORE DESCRIPTION

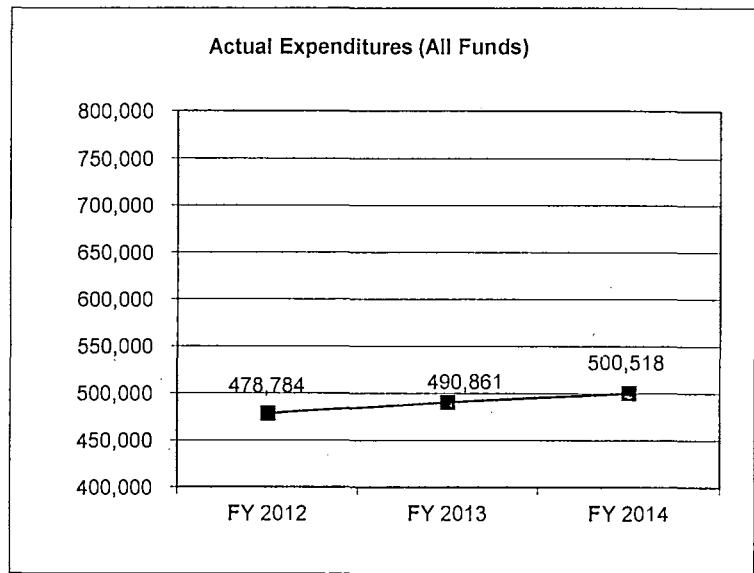
This appropriation provides core funding for the Human Resource Center (HRC). HRC is charged by the Department of Social Services (DSS) to plan, develop and implement a statewide human resource program giving direction and coordination to all divisions within the department.

### 3. PROGRAM LISTING (list programs included in this core funding)

Human Resource Center

#### 4. FINANCIAL HISTORY

	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Current Yr.
Appropriation (All Funds)	525,826	533,096	515,741	520,757
Less Reverted (All Funds)	(8,960)	(9,088)	(8,557)	N/A
Budget Authority (All Funds)	516,866	524,008	507,184	N/A
Actual Expenditures (All Funds)	478,784	490,861	500,518	N/A
Unexpended (All Funds)	38,082	33,147	6,666	N/A
Unexpended, by Fund:				
General Revenue	18,883	140	0	N/A
Federal	19,199	33,007	6,663	N/A
Other	0	0	0	N/A
	(1)	(2)	(3)	



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

#### NOTES:

- (1) FY12 - \$6,140 federal fund agency reserve for authority in excess of cash.
- (2) FY13 - \$32,851 federal fund agency reserve for authority in excess of cash
- (3) FY14 - \$6,140 federal fund agency reserve for authority in excess of cash

## CORE RECONCILIATION DETAIL

**OFFICE OF THE DIRECTOR**

**HUMAN RESOURCE CENTER**

### **5. CORE RECONCILIATION DETAIL**

	<b>Budget Class</b>	<b>FTE</b>	<b>GR</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>	<b>Explanation</b>
<b>TAFF AFTER VETOES</b>							
	PS	11.52	276,310	196,818	0	473,128	
	EE	0.00	11,740	35,889	0	47,629	
	<b>Total</b>	<b>11.52</b>	<b>288,050</b>	<b>232,707</b>	<b>0</b>	<b>520,757</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	PS	11.52	276,310	196,818	0	473,128	
	EE	0.00	11,740	35,889	0	47,629	
	<b>Total</b>	<b>11.52</b>	<b>288,050</b>	<b>232,707</b>	<b>0</b>	<b>520,757</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	PS	11.52	276,310	196,818	0	473,128	
	EE	0.00	11,740	35,889	0	47,629	
	<b>Total</b>	<b>11.52</b>	<b>288,050</b>	<b>232,707</b>	<b>0</b>	<b>520,757</b>	

**DECISION ITEM DETAIL**

Budget Unit	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>HUMAN RESOURCE CENTER</b>								
<b>CORE</b>								
ADMIN OFFICE SUPPORT ASSISTANT	34,491	1.00	34,260	1.00	34,743	1.00	0	0.00
SR OFC SUPPORT ASST (KEYBRD)	6,060	0.24	6,014	1.32	6,120	1.32	0	0.00
PERSONNEL OFCR I	0	0.00	42,227	1.50	43,056	1.50	0	0.00
PERSONNEL OFCR II	4,326	0.07	4,378	0.10	0	0.10	0	0.00
HUMAN RELATIONS OFCR I	69,011	1.82	77,705	2.00	77,088	2.00	0	0.00
HUMAN RELATIONS OFCR II	45,329	1.00	45,852	1.00	45,624	1.00	0	0.00
PERSONNEL ANAL II	80,873	1.99	40,195	1.00	39,984	1.00	0	0.00
HUMAN RESOURCES MGR B1	0	0.00	0	0.00	4,536	0.00	0	0.00
HUMAN RESOURCES MGR B2	134,588	2.00	135,329	2.00	135,220	2.00	0	0.00
HUMAN RESOURCES MGR B3	79,948	1.00	80,596	1.00	80,232	1.00	0	0.00
LEGAL COUNSEL	4,768	0.10	4,103	0.09	4,056	0.09	0	0.00
MISCELLANEOUS PROFESSIONAL	490	0.01	514	0.01	514	0.01	0	0.00
SPECIAL ASST OFFICE & CLERICAL	0	0.00	1,955	0.50	1,955	0.50	0	0.00
<b>TOTAL - PS</b>	<b>459,884</b>	<b>9.23</b>	<b>473,128</b>	<b>11.52</b>	<b>473,128</b>	<b>11.52</b>	<b>0</b>	<b>0.00</b>
TRAVEL, IN-STATE	1,916	0.00	2,380	0.00	2,380	0.00	0	0.00
TRAVEL, OUT-OF-STATE	0	0.00	2	0.00	0	0.00	0	0.00
SUPPLIES	19,876	0.00	21,101	0.00	21,101	0.00	0	0.00
PROFESSIONAL DEVELOPMENT	2,191	0.00	3,923	0.00	3,923	0.00	0	0.00
COMMUNICATION SERV & SUPP	7,539	0.00	9,455	0.00	9,455	0.00	0	0.00
PROFESSIONAL SERVICES	3,812	0.00	4,228	0.00	4,228	0.00	0	0.00
HOUSEKEEPING & JANITORIAL SERV	408	0.00	497	0.00	508	0.00	0	0.00
M&R SERVICES	992	0.00	1,486	0.00	1,486	0.00	0	0.00
OFFICE EQUIPMENT	3,634	0.00	4,378	0.00	4,368	0.00	0	0.00
OTHER EQUIPMENT	0	0.00	2	0.00	0	0.00	0	0.00
PROPERTY & IMPROVEMENTS	0	0.00	5	0.00	0	0.00	0	0.00
BUILDING LEASE PAYMENTS	85	0.00	0	0.00	0	0.00	0	0.00
EQUIPMENT RENTALS & LEASES	0	0.00	2	0.00	0	0.00	0	0.00

**DECISION ITEM DETAIL**

Budget Unit	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>HUMAN RESOURCE CENTER</b>								
<b>CORE</b>								
MISCELLANEOUS EXPENSES	181	0.00	170	0.00	180	0.00	0	0.00
<b>TOTAL - EE</b>	<b>40,634</b>	<b>0.00</b>	<b>47,629</b>	<b>0.00</b>	<b>47,629</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$500,518</b>	<b>9.23</b>	<b>\$520,757</b>	<b>11.52</b>	<b>\$520,757</b>	<b>11.52</b>	<b>\$0</b>	<b>0.00</b>
GENERAL REVENUE	\$276,676	5.31	\$288,050	6.30	\$288,050	6.30		0.00
FEDERAL FUNDS	\$223,842	3.92	\$232,707	5.22	\$232,707	5.22		0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00

## PROGRAM DESCRIPTION

**Department: Social Services**

**Program Name: Human Resource Center**

**Program is found in the following core budget(s): Human Resource Center**

### **1. What does this program do?**

The Human Resource Center plans, develops and implements statewide human resource programs; providing leadership, direction and coordination of related services and support to all divisions.

The quality and level of services provided to the public through Department of Social Services (DSS) programs are directly affected by the performance of each division's employees. The service and support functions provided by the Human Resource Center (HRC) are necessary to maintain a qualified and productive workforce and ensure compliance with applicable state and federal law. HRC's mission is to serve the divisions in a timely and responsible manner through training, guidance, and assistance, thus contributing to the retention and continuing development of a productive and harmonious workforce.

To assist the divisions in meeting their programmatic goals, HRC provides training, interpretive and technical assistance to staff ensuring personnel decisions are made and actions are taken within relevant guidelines including merit system rules and regulations, state and federal employment laws, state and federal civil rights laws, and administrative policies and procedures.

HRC uses its resources to:

- assure the department's compliance with state personnel law (merit system) and serve as liaison with the Office of Administration's Division of Personnel;
- develop and implement DSS administrative policies that are legally sound and support the work of DSS;
- administer personnel functions of employment, termination, promotion, compensation, performance appraisal, discipline and related activities directly for the MO HealthNet Division, Director's Office, and the support divisions and indirectly for the remaining divisions;
- provide advice, training, and consultation to staff to assure consistency among divisions and fair and equitable treatment of employees;
- maintain a high standard of case preparation and presentation of employee disciplinary actions before the Administrative Hearing Commission;
- provide representation of DSS before administrative bodies and court tribunals on personnel related issues;
- develop and provide training to all staff in areas such as new employee orientation, prevention of harassment, workplace diversity, unlawful discrimination, labor relations, customer service, and employee and management development;
- assure department compliance with federal and state laws relating to equal employment opportunity, affirmative action, and provision of services;
- investigate allegations of unlawful discrimination and harassment of DSS employees and clients;

- assist/coordinate workplace accommodations to employees pursuant to federal and state laws and departmental policies;
- provide technical assistance regarding civil rights, employment law and human resource issues to department and division personnel;
- serve as liaison for civil rights issues with other governmental agencies such as Equal Employment Opportunity Commission (EEOC), Missouri Commission on Human Rights (MCHR), United States Department of Agriculture (USDA), and Health and Human Services (HHS);
- provide technical assistance on civil rights issues to DSS vendors and service recipients;
- develop and provide assistance in the implementation of a department Workforce Diversity Plan and Program;
- work with management on organizational change/development issues;
- improve management/employee relations through fair and timely conflict resolution procedures including grievance mediation and management reviews;
- maintain and continue to enhance the Department's learning management system -- Employee Learning Center;
- maintain grievance, discipline, retention and employment analysis system to assist managers in identification of problem areas and staff needs;
- coordinate/assist in labor/management relations;
- coordinate and administer departmental employee award and recognition programs, unemployment benefits, workers' compensation claims and recruitment activities;
- develop and maintain an employment information website for DSS employees and the public;
- maintain official personnel records in a confidential and secure manner and receive and process fingerprint checks for DSS applicants, volunteers, interns, and contractors, when applicable.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

State Statute: RSMo. 660.010

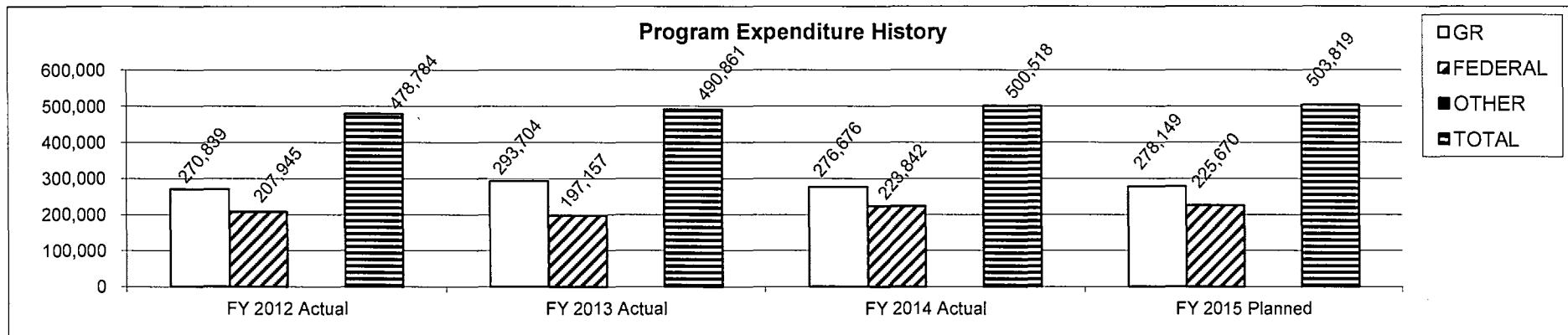
**3. Are there federal matching requirements? If yes, please explain.**

There is no matching requirement. However, expenditures are pooled with other administrative expenditures to earn a federal indirect rate.

**4. Is this a federally mandated program? If yes, please explain.**

N/A

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



Planned FY 2015 expenditures are net of reserves and reverted.

Reverted: \$ 8,591 General Revenue

Restricted: \$ 1,260 General Revenue and \$897 Federal Funds

Reserves: \$ 6,140 Federal

6. What are the sources of the "Other" funds?

N/A

7a. Provide an effectiveness measure.

SFY	Number of Times the Employment Information Website is Accessed *		Number of Employees Participating in Employment-Related Training		Percent of New Employees Attending Orientation, Sexual Harassment and Diversity Sessions	
	Projected	Actual	Projected	Actual***	Projected	Actual
2011	2,000,000	2,496,408	8,000**	7,210	94%	99%
2012	2,100,000	3,939,355	7,000**	7,513	95%	99%
2013	2,500,000	4,414,732	7,000	6,813	95%	99%
2014	3,500,000	4,611,368	7,000	7,491	97%	99%
2015	4,600,000		7,000		99%	
2016	4,600,000		7,000		99%	

\*The number has been increased based on usage in 2013 and 2014.

\*\*The projected number has been decreased as a result of budget reductions and fiscal restrictions.

\*\*\*Employees may receive more than one training class.

**7b. Provide an efficiency measure.**

SFY	Number of employee grievances processed	
	Projected	Actual
2011	185	119
2012	165	121
2013	165	136
2014	165	116
2015	140*	
2016	140	

\*The number has been decreased based on actual number filed in past 4 years.

**7c. Provide the number of clients/individuals served, if applicable.**

SFY	Number of DSS Employees*	
	Projected	Actual
2011	8,000	7,387
2012	7,358	7,320
2013	7,358	7,113
2014	7,358	7,129
2015	7,200**	
2016	7,200	

\*Number of employees employed as of June 30.

\*\*The number has been decreased based on the number of DSS employees in 2013 and 2014.

**7d. Provide a customer satisfaction measure, if available.**

SFY	Training Evaluation Rating Averages*	
	Projected	Actual
2011	4.41	4.52
2012	4.41	4.46
2013	4.41	4.48
2014	4.41	4.52
2015	4.41	
2016	4.41	

\*Average based on scale of 1 to 5 with 5 being the best.

# **Missouri Medicaid Audit & Compliance**

## DECISION ITEM SUMMARY

Budget Unit	Decision Item	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
	Budget Object Summary	ACTUAL DOLLAR	ACTUAL FTE	BUDGET DOLLAR	BUDGET FTE	DEPT REQ DOLLAR	DEPT REQ FTE	SECURED COLUMN	SECURED COLUMN
<b>MO MEDICAID AUDIT &amp; COMPLIANCE</b>									
<b>CORE</b>									
PERSONAL SERVICES									
GENERAL REVENUE		1,163,586	30.74	1,215,296	31.55	1,215,296	31.55	0	0.00
DEPT OF SOC SERV FEDERAL & OTH		1,443,928	38.10	1,571,468	41.00	1,571,468	41.00	0	0.00
RECOVERY AUDIT AND COMPLIANCE		0	0.00	353,271	9.45	353,271	9.45	0	0.00
<b>TOTAL - PS</b>		<b>2,607,514</b>	<b>68.84</b>	<b>3,140,035</b>	<b>82.00</b>	<b>3,140,035</b>	<b>82.00</b>	<b>0</b>	<b>0.00</b>
EXPENSE & EQUIPMENT									
GENERAL REVENUE		488,064	0.00	197,423	0.00	197,423	0.00	0	0.00
DEPT OF SOC SERV FEDERAL & OTH		904,206	0.00	860,039	0.00	860,039	0.00	0	0.00
RECOVERY AUDIT AND COMPLIANCE		0	0.00	82,087	0.00	82,087	0.00	0	0.00
MEDICAID PROVIDER ENROLLMENT		0	0.00	51,500	0.00	51,500	0.00	0	0.00
<b>TOTAL - EE</b>		<b>1,392,270</b>	<b>0.00</b>	<b>1,191,049</b>	<b>0.00</b>	<b>1,191,049</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>TOTAL</b>		<b>3,999,784</b>	<b>68.84</b>	<b>4,331,084</b>	<b>82.00</b>	<b>4,331,084</b>	<b>82.00</b>	<b>0</b>	<b>0.00</b>
<b>Pay Plan FY15-Cost to Continue - 0000014</b>									
PERSONAL SERVICES									
GENERAL REVENUE		0	0.00	0	0.00	6,586	0.00	0	0.00
DEPT OF SOC SERV FEDERAL & OTH		0	0.00	0	0.00	8,515	0.00	0	0.00
RECOVERY AUDIT AND COMPLIANCE		0	0.00	0	0.00	1,904	0.00	0	0.00
<b>TOTAL - PS</b>		<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>17,005</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>TOTAL</b>		<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>17,005</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>PAB Rec Incr FY15-Cost to Cont - 0000015</b>									
PERSONAL SERVICES									
GENERAL REVENUE		0	0.00	0	0.00	2,302	0.00	0	0.00
DEPT OF SOC SERV FEDERAL & OTH		0	0.00	0	0.00	2,669	0.00	0	0.00
<b>TOTAL - PS</b>		<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>4,971</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>TOTAL</b>		<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>4,971</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>		<b>\$3,999,784</b>	<b>68.84</b>	<b>\$4,331,084</b>	<b>82.00</b>	<b>\$4,353,060</b>	<b>82.00</b>	<b>\$0</b>	<b>0.00</b>

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## CORE DECISION ITEM

Department: Social Services

Division: Office of Director

Core: MO Medicaid Audit & Compliance (MMAC)

Budget Unit: 90043C

### 1. CORE FINANCIAL SUMMARY

FY 2016 Budget Request				
	GR	Federal	Other	Total
PS	1,215,296	1,571,468	353,271	3,140,035
EE	197,423	860,039	133,587	1,191,049
PSD				
TRF				
<b>Total</b>	<b>1,412,719</b>	<b>2,431,507</b>	<b>486,858</b>	<b>4,331,084</b>

FTE                    31.55                    41.00                    9.45                    82.00

<i>Est. Fringe</i>	643,878	834,596	189,927	1,668,402
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds: Recovery Audit and Compliance Fund (0974)

Medicaid Provider Enrollment (0990)

FY 2016 Governor's Recommendation				
	GR	Federal	Other	Total
PS				
EE				
PSD				
TRF				
<b>Total</b>	<b></b>	<b></b>	<b></b>	<b></b>

FTE

<i>Est. Fringe</i>				
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

### 2. CORE DESCRIPTION

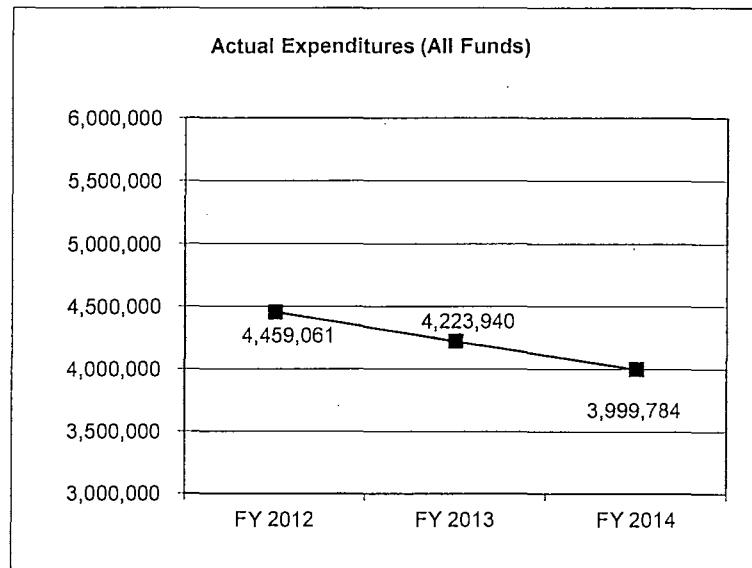
MO Medicaid Audit & Compliance (MMAC) mission is to enhance the integrity of the state Medicaid program by preventing and detecting fraudulent, abusive and wasteful practices within the program and recovering improperly expended funds while promoting high quality of patient care. This unit works to reduce costs, increase the efficiency of provider monitoring and assist providers with compliance. Executive initiatives include a disclosure protocol for providers to report and refund payments identified by providers as having been received in error; program weaknesses identified through MMAC's audit, investigation, data mining or compliance activities which result in fraud, or in services which fail to meet recognized business, financial or professional standards. MMAC also protects the integrity of the Medicaid program by enrolling providers, through a rigorous screening process. MMAC also has cooperative agreements with the Departments of Health and Senior Services and Mental Health to enhance the integrity of the waiver programs by preventing and detecting fraudulent, abusive and wasteful practices and recovering improperly expended funds while promoting high quality of patient care. MMAC is dedicated to preserving and protecting the Medicaid program for those in need, and to safeguard the state's taxpayers from fraud and abuse of Medicaid.

### 3. PROGRAM LISTING (list programs included in this core funding)

MO Medicaid Audit and Compliance

#### 4. FINANCIAL HISTORY

	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Current Yr.
Appropriation (All Funds)	5,082,774	5,342,072	5,379,492	4,331,084
Less Reverted (All Funds)	(472,705)	(50,647)	(51,083)	N/A
Budget Authority (All Funds)	4,610,069	5,291,425	5,328,409	N/A
Actual Expenditures (All Funds)	4,459,061	4,223,940	3,999,784	N/A
Unexpended (All Funds)	151,008	1,067,485	1,328,625	N/A
Unexpended, by Fund:				
General Revenue	50,408	13,730	32	N/A
Federal	100,600	573,830	845,714	N/A
Other	0	479,925	482,879	N/A
	(1)	(2)	(3)	



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

#### NOTES:

- (1) FY12 Federal Fund agency reserve of \$66,000. \$422,643 reverted in other funds because there can be no expenditures from the Recovery Audit and Compliance fund until there is money in the fund.
- (2) FY13 Federal Fund agency reserve of \$562,000. \$428,425 reverted in other funds because there can be no expenditures from the Recovery Audit and Compliance fund until there is money in the fund.
- (3) FY14 Federal Fund agency reserve of \$678,000. \$428,425 reverted in other funds because there can be no expenditures from the Recovery Audit and Compliance fund until there is money in the fund.

## CORE RECONCILIATION DETAIL

### DEPARTMENT OF SOCIAL SERVICES

#### MO MEDICAID AUDIT & COMPLIANCE

#### 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFF AFTER VETOES</b>							
	PS	82.00	1,215,296	1,571,468	353,271	3,140,035	
	EE	0.00	197,423	860,039	133,587	1,191,049	
	<b>Total</b>	<b>82.00</b>	<b>1,412,719</b>	<b>2,431,507</b>	<b>486,858</b>	<b>4,331,084</b>	
<b>DEPARTMENT CORE ADJUSTMENTS</b>							
Core Reallocation	97 7967	PS	(0.00)	0	0	0	0
Core Reallocation	97 8028	PS	(0.00)	0	0	0	0
Core Reallocation	97 7963	PS	0.00	0	0	0	(0)
	<b>NET DEPARTMENT CHANGES</b>		<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>DEPARTMENT CORE REQUEST</b>							
	PS	82.00	1,215,296	1,571,468	353,271	3,140,035	
	EE	0.00	197,423	860,039	133,587	1,191,049	
	<b>Total</b>	<b>82.00</b>	<b>1,412,719</b>	<b>2,431,507</b>	<b>486,858</b>	<b>4,331,084</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	PS	82.00	1,215,296	1,571,468	353,271	3,140,035	
	EE	0.00	197,423	860,039	133,587	1,191,049	
	<b>Total</b>	<b>82.00</b>	<b>1,412,719</b>	<b>2,431,507</b>	<b>486,858</b>	<b>4,331,084</b>	

**DECISION ITEM DETAIL**

Budget Unit	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>MO MEDICAID AUDIT &amp; COMPLIANCE</b>								
<b>CORE</b>								
SALARIES & WAGES	0	0.00	0	0.00	0	(0.00)	0	0.00
OFFICE SUPPORT ASST (CLERICAL)	0	0.00	30	0.00	0	0.00	0	0.00
SR OFC SUPPORT ASST (CLERICAL)	0	0.00	34,333	1.00	0	0.00	0	0.00
ADMIN OFFICE SUPPORT ASSISTANT	55,636	1.94	54,785	2.00	62,028	2.00	0	0.00
OFFICE SUPPORT ASST (KEYBRD)	0	0.00	23,033	1.00	0	0.00	0	0.00
SR OFC SUPPORT ASST (KEYBRD)	49,003	1.96	51,370	2.00	51,370	2.00	0	0.00
ACCOUNT CLERK II	1,032	0.04	251	0.00	25,989	1.00	0	0.00
AUDITOR II	38,401	1.01	38,719	1.00	38,719	1.00	0	0.00
ACCOUNTANT I	28,997	0.96	34,500	1.00	34,500	1.00	0	0.00
EXECUTIVE I	25,748	0.85	20,334	1.00	0	0.00	0	0.00
MANAGEMENT ANALYSIS SPEC II	43,110	1.04	41,707	1.00	88,174	1.89	0	0.00
HEALTH PROGRAM REP III	0	0.00	43,242	1.00	0	0.00	0	0.00
ADMINISTRATIVE ANAL I	0	0.00	58,652	2.00	0	1.00	0	0.00
ADMINISTRATIVE ANAL II	68,281	2.00	66,110	2.00	66,110	2.00	0	0.00
MEDICAL TECHNOLOGIST I	0	0.00	32,462	1.00	0	0.00	0	0.00
REGISTERED NURSE II	0	0.00	58	0.00	58	0.00	0	0.00
REGISTERED NURSE III	0	0.00	58	0.00	58	0.00	0	0.00
REGISTERED NURSE IV	0	0.00	52,696	1.00	0	0.00	0	0.00
REGISTERED NURSE SENIOR	187,872	4.24	220,635	5.00	220,635	5.00	0	0.00
REGISTERED NURSE - CLIN OPERS	10,603	0.21	57,127	1.00	57,127	1.00	0	0.00
AGING PROGRAM SPEC I	0	0.00	251	0.00	0	0.00	0	0.00
PROGRAM DEVELOPMENT SPEC	42,015	1.00	0	0.00	42,015	1.00	0	0.00
INVESTIGATOR II	259,418	6.33	183,529	7.00	288,714	7.65	0	0.00
INVESTIGATOR III	17,424	0.37	32,648	1.00	23,459	0.50	0	0.00
CORRESPONDENCE & INFO SPEC I	64,200	1.88	69,501	2.00	69,501	2.00	0	0.00
MEDICAID PHARMACEUTICAL TECH	19	0.00	251	0.00	30	0.00	0	0.00
MEDICAID CLERK	313,666	11.29	307,361	11.00	307,456	11.53	0	0.00
MEDICAID TECHNICIAN	39,025	1.21	32,546	1.00	113,190	4.43	0	0.00
MEDICAID SPEC	848,185	22.60	975,413	24.00	975,538	25.00	0	0.00
MEDICAID UNIT SPV	185,297	4.00	188,769	4.00	186,769	4.00	0	0.00
FISCAL & ADMINISTRATIVE MGR B1	0	0.00	37,181	1.00	0	0.00	0	0.00
FISCAL & ADMINISTRATIVE MGR B2	51,737	0.92	56,257	1.00	0	0.00	0	0.00

**DECISION ITEM DETAIL**

Budget Unit	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>MO MEDICAID AUDIT &amp; COMPLIANCE</b>								
<b>CORE</b>								
INVESTIGATION MGR B1	48,845	0.95	41,456	1.00	48,845	1.00	0	0.00
REGISTERED NURSE MANAGER B2	57,818	1.00	57,005	1.00	62,005	1.00	0	0.00
HEALTH & SENIOR SVCS MANAGER 1	0	0.00	251	0.00	251	0.00	0	0.00
SOCIAL SERVICES MNGR, BAND 2	0	0.00	251	0.00	50,231	1.00	0	0.00
DESIGNATED PRINCIPAL ASST DEPT	89,783	1.09	82,720	1.00	82,720	1.00	0	0.00
DESIGNATED PRINCIPAL ASST DIV	0	0.00	82,970	1.00	82,970	1.00	0	0.00
SPECIAL ASST PROFESSIONAL	81,399	1.95	161,573	3.00	161,573	3.00	0	0.00
<b>TOTAL - PS</b>	<b>2,607,514</b>	<b>68.84</b>	<b>3,140,035</b>	<b>82.00</b>	<b>3,140,035</b>	<b>82.00</b>	<b>0</b>	<b>0.00</b>
TRAVEL, IN-STATE	44,883	0.00	54,125	0.00	54,125	0.00	0	0.00
TRAVEL, OUT-OF-STATE	904	0.00	4,857	0.00	1,002	0.00	0	0.00
SUPPLIES	44,372	0.00	13,097	0.00	47,360	0.00	0	0.00
PROFESSIONAL DEVELOPMENT	1,310	0.00	2,413	0.00	2,413	0.00	0	0.00
COMMUNICATION SERV & SUPP	27,970	0.00	26,874	0.00	29,641	0.00	0	0.00
PROFESSIONAL SERVICES	14,320	0.00	436,200	0.00	411,200	0.00	0	0.00
M&R SERVICES	1,257,046	0.00	630,000	0.00	625,420	0.00	0	0.00
OFFICE EQUIPMENT	403	0.00	18,157	0.00	18,157	0.00	0	0.00
PROPERTY & IMPROVEMENTS	76	0.00	0	0.00	0	0.00	0	0.00
BUILDING LEASE PAYMENTS	0	0.00	1,540	0.00	0	0.00	0	0.00
MISCELLANEOUS EXPENSES	986	0.00	3,786	0.00	1,731	0.00	0	0.00
<b>TOTAL - EE</b>	<b>1,392,270</b>	<b>0.00</b>	<b>1,191,049</b>	<b>0.00</b>	<b>1,191,049</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$3,999,784</b>	<b>68.84</b>	<b>\$4,331,084</b>	<b>82.00</b>	<b>\$4,331,084</b>	<b>82.00</b>	<b>\$0</b>	<b>0.00</b>
GENERAL REVENUE	\$1,651,650	30.74	\$1,412,719	31.55	\$1,412,719	31.55		0.00
FEDERAL FUNDS	\$2,348,134	38.10	\$2,431,507	41.00	\$2,431,507	41.00		0.00
OTHER FUNDS	\$0	0.00	\$486,858	9.45	\$486,858	9.45		0.00

## PROGRAM DESCRIPTION

Department: Social Services

Program Name: Office of Director

Program is found in the following core budget(s): MO Medicaid Audit & Compliance (MMAC)

### 1. What does this program do?

MO Medicaid Audit & Compliance (MMAC) is a consolidation of staff from the Department of Social Services (DSS), the Department of Mental Health (DMH), and the Department of Health and Senior Services (DHSS) that work to increase the number of program staff with clinical expertise who can better identify issues with patient care and claim irregularities. Employees of the unit investigate and audit providers and work with contractors who provide recovery audit services to identify and recoup program overpayments billed by providers. The MMAC focuses on providing education to assist providers with understanding the requirements of the Medicaid program.

The MMAC seeks to ensure appropriate amounts are paid to legitimate providers for appropriate and reasonable services provided to eligible participants. The unit monitors Medicaid program compliance by providers and participants. The unit conducts post-payment reviews of MO HealthNet claims to assure that appropriate payments are made and that providers are billing and providing services in accordance with federal and state regulations.

The MMAC determines what enforcement activities to pursue following unit audits and investigations. These enforcement activities range from education, demand of repayment, program suspension, closed-end agreements, prepayment review, participant lock-in, and referrals to the Attorney General's Office Medicaid Fraud Control Unit (MFCU).

### 2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Federal law: Social Security Act Section 1902(a)(4), 1903(i)(2), and 1909; Federal regulations: 42 CFR, Part 455

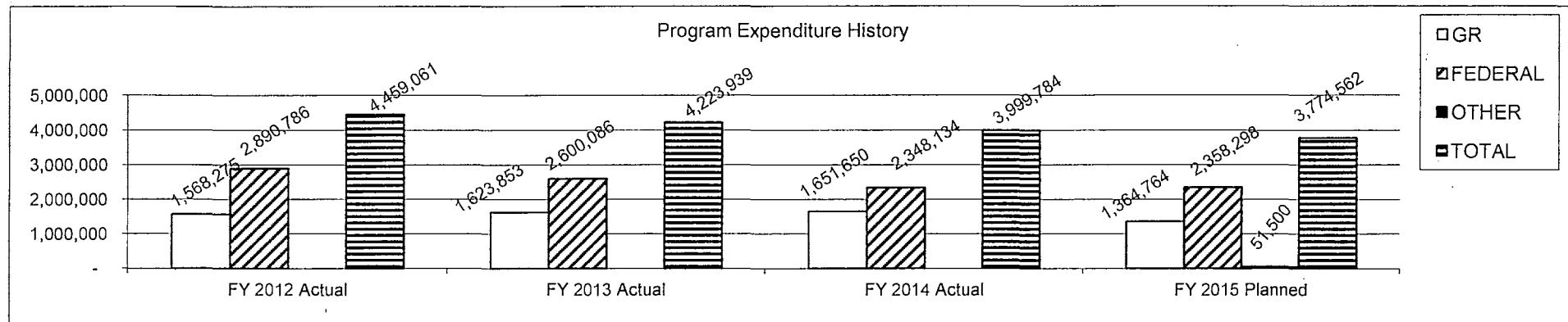
### 3. Are there federal matching requirements? If yes, please explain.

MMAC expenditures earn a 50% federal match. Expenditures related to the operation of the MMIS system earn a 75% federal match. Staff resources employed in the implementation of the new Provider Enrollment - Case Management system earn a 90% federal match.

### 4. Is this a federally mandated program? If yes, please explain.

Yes. The Social Security Act requires states to report fraud and abuse information and have a method to verify whether services reimbursed by Medicaid were actually furnished to recipients.

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



Planned FY 2015 expenditures are net of reserves and reverted.

Reverted: \$ 42,382 (General Revenue)

Restricted: \$5,574 (General Revenue) \$7,208 (Federal) and \$1,613 (Other)

Reserves: \$66,000 (Federal) and \$433,745 (Other)

6. What are the sources of the "Other" funds?

Recovery Audit and Compliance Fund (0974) and Medicaid Provider Enrollment Fund (0990).

7a. Provide an effectiveness measure.

SFY	Cost Avoidance		FFS Audit Recoveries		Average Recovery per Audit	
	Projected	Actual	Projected	Actual	Projected	Actual
FY2012*	\$40,024,215	\$34,674,811	\$8,357,618	\$18,181,480	\$41,744	\$35,859
FY2013	\$34,674,811	\$47,379,710	\$18,181,480	\$32,767,892	\$35,859	\$42,745
FY2014	\$47,379,710	\$41,609,154	\$32,767,892	\$24,090,054	\$42,745	\$28,029
FY2015	\$41,609,154		\$24,090,054		\$28,029	
FY2016	\$41,609,154		\$24,090,054		\$28,029	

\*FY2012 represents the first year Program Integrity functioning solo apart from MO HealthNet and repurposing the unit.

Cost avoidance is the calculation based upon the identified improper payment amount and the number of days for a total of 365 days worth of savings from avoiding the same identified error.

7b. Provide an efficiency measure.

SFY	Number of Reports Produced		# of FFS Audits		Number of Self Disclosures Processed		Number of Referrals Received	
	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual
FY2012*	22,852	2,112	1,159	1,474	1,970	252	7,003	4,431
FY2013	2,218	2,178	1,474	1,875	252	383	4,653	3,345
FY2014	2,178	3,662	1,875	2,344	383	981	3,345	3,472
FY2015	3,662		2,344		981		3,472	
FY2016	3,662		2,344		981		3,472	

\*FY2012 represents the first year Program Integrity functioning solo apart from MO HealthNet and repurposing the unit.

Note: Number of Reports reflects the total number of algorithms, dashboards, and adhoc reports run in the Truven FADS system

Referral sources include Mental Health, Senior Services, Managed Care, MMAC Website, and Hotline calls

7c. Provide the number of clients/individuals served, if applicable.

N/A

7d. Provide a customer satisfaction measure, if available.

N/A

# **System Management**

## DECISION ITEM SUMMARY

Budget Unit	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Summary	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
Fund								
<b>SYSTEMS MANAGEMENT</b>								
<b>CORE</b>								
<b>EXPENSE &amp; EQUIPMENT</b>								
GENERAL REVENUE	0	0.00	683,695	0.00	683,695	0.00	0	0.00
DEPT OF SOC SERV FEDERAL & OTH	0	0.00	3,969,576	0.00	3,969,576	0.00	0	0.00
TOTAL - EE	0	0.00	4,653,271	0.00	4,653,271	0.00	0	0.00
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>4,653,271</b>	<b>0.00</b>	<b>4,653,271</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$4,653,271</b>	<b>0.00</b>	<b>\$4,653,271</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>

## DECISION ITEM SUMMARY

Budget Unit	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Summary	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
Fund								
<b>CASE MANAGEMENT SYSTEM</b>								
<b>CORE</b>								
EXPENSE & EQUIPMENT								
GENERAL REVENUE	225,000	0.00	0	0.00	0	0.00	0	0.00
DEPT OF SOC SERV FEDERAL & OTH	675,000	0.00	0	0.00	0	0.00	0	0.00
TOTAL - EE	900,000	0.00	0	0.00	0	0.00	0	0.00
<b>TOTAL</b>	<b>900,000</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$900,000</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>

## CORE DECISION ITEM

Department: Social Services  
 Division: Office of Director  
 Core: Systems Management

Budget Unit: 90040C

### 1. CORE FINANCIAL SUMMARY

#### FY 2016 Budget Request

	GR	Federal	Other	Total
PS				
EE	683,695	3,969,576		4,653,271
PSD				
TRF				
<b>Total</b>	<b>683,695</b>	<b>3,969,576</b>		<b>4,653,271</b>

#### FTE

Est. Fringe	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

#### Other Funds:

#### FY 2016 Governor's Recommendation

	GR	Federal	Other	Total
PS				
EE				
PSD				
TRF				
<b>Total</b>				

#### FTE

Est. Fringe				
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

#### Other Funds:

### 2. CORE DESCRIPTION

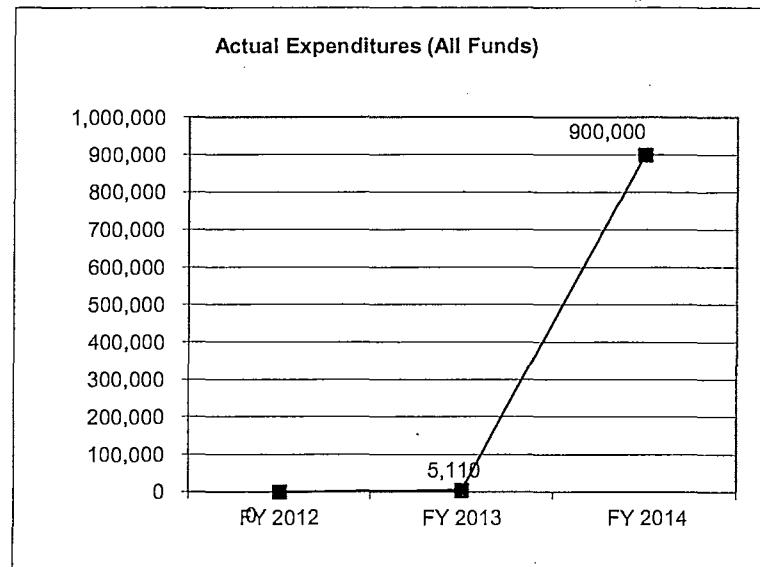
Provides funding for the systems mechanization to include Title XIX (Medicaid) program control and administrative costs; service to recipients, providers and inquiries; operations of claims control and computer capabilities; and management reporting for planning and control. The web-based enrollment application would allow for changes in the healthcare industry and allow the State to be in compliance and proactive with the guidelines set forth regarding enrollment screening requirements. The fraud and abuse detection application allows for data mining, identification of claims outliers, and querying/reporting capabilities. These applications are used to monitor enrolled providers and Medicaid participants.

### 3. PROGRAM LISTING (list programs included in this core funding)

Systems Management

#### 4. FINANCIAL HISTORY

	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Current Yr.
Appropriation (All Funds)	2,000,000	1,805,250	1,805,250	4,653,271
Less Reverted (All Funds)	(12,405)	(9,488)	(767,700)	N/A
Budget Authority (All Funds)	1,987,595	1,795,762	1,037,550	N/A
Actual Expenditures (All Funds)	0	5,110	900,000	N/A
Unexpended (All Funds)	1,987,595	1,790,652	137,550	N/A
Unexpended, by Fund:				
General Revenue	401,095	301,352	25,150	N/A
Federal	1,586,500	1,489,000	112,500	N/A
Other	0	0	0	N/A
	(1)	(1)	(1)	(2)



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

#### NOTES:

(1) Figures represent Case Management prior to core reallocations to Systems Management. Lapse was due to timeliness of Request for Proposal (RFP).

(2) This funding was reallocated from Case Management (\$621,718 GR and \$2,271,468 FF) and MMAC E&E (\$305,468 GR and \$782,468 FF).

## CORE RECONCILIATION DETAIL

DEPARTMENT OF SOCIAL SERVICES

SYSTEMS MANAGEMENT

### 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFF AFTER VETOES	EE	0.00	683,695	3,969,576	0	4,653,271	
	<b>Total</b>	<b>0.00</b>	<b>683,695</b>	<b>3,969,576</b>	<b>0</b>	<b>4,653,271</b>	
DEPARTMENT CORE REQUEST	EE	0.00	683,695	3,969,576	0	4,653,271	
	<b>Total</b>	<b>0.00</b>	<b>683,695</b>	<b>3,969,576</b>	<b>0</b>	<b>4,653,271</b>	
GOVERNOR'S RECOMMENDED CORE	EE	0.00	683,695	3,969,576	0	4,653,271	
	<b>Total</b>	<b>0.00</b>	<b>683,695</b>	<b>3,969,576</b>	<b>0</b>	<b>4,653,271</b>	

**DECISION ITEM DETAIL**

Budget Unit	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>SYSTEMS MANAGEMENT</b>								
<b>CORE</b>								
PROFESSIONAL SERVICES	0	0.00	2,848,021	0.00	4,633,271	0.00	0	0.00
COMPUTER EQUIPMENT	0	0.00	1,805,250	0.00	20,000	0.00	0	0.00
<b>TOTAL - EE</b>	<b>0</b>	<b>0.00</b>	<b>4,653,271</b>	<b>0.00</b>	<b>4,653,271</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$4,653,271</b>	<b>0.00</b>	<b>\$4,653,271</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$683,695	0.00	\$683,695	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$3,969,576	0.00	\$3,969,576	0.00		0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00

## PROGRAM DESCRIPTION

Department: Social Services

Program Name: Office of Director

Program is found in the following core budget(s): Systems Management

### 1. What does this program do?

Systems Management is a combination of funding from Case Management specifically established for the Provider Enrollment system and the Missouri Medicaid Audit and Compliance (MMAC) for the purpose of supporting the Fraud, Abuse and Detection system (FADS). MMAC's Medicaid Provider Enrollment is the centralized location for providers to enroll in the Medicaid program providing services to Missouri participants, this system interface with the Medicaid Management Information System (MMIS) which is responsible for processing Medicaid claims for enrolled providers. In addition, systems management will be used to fully fund a new fraud detection and investigation program (FADS) with the most up-to-date technologies for purposes of program recipient and provider fraud and abuse detection.

For Title XIX purposes, "systems mechanization" and "mechanized claims processing and information retrieval systems" is identified in section 1903(a)(3) of the Act and defined in regulation at 42 CFR 433.111. The objectives of Missouri Medicaid Audit and Compliance (MMAC) systems and enhancements include the Title XIX program control and administrative costs; service to participants, providers and inquiries; operations of claims control and computer capabilities; and management reporting for planning and control.

The web-based provider enrollment application will allow for changes in the Health Care industry and allow the State to be in compliance and proactive with forth coming requirements of electronic health records, mandatory exclusions database, and ownership and disclosure information of Medicaid providers.

The fraud and abuse detection application allows for data mining, claims outliers and querying/reporting capabilities. MMAC utilizes these applications to monitor enrolled providers and Medicaid participants. The fraud and abuse application must be able to record time spent and costs associated with investigations, audits, and recoveries. In addition, the application must allow for real-time claims analysis to recognize improper payments, fraudulent practices or abusive billing practices.

### 2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Social Security Act, Section 1903 (a) (3); 42 CFR 43.111.

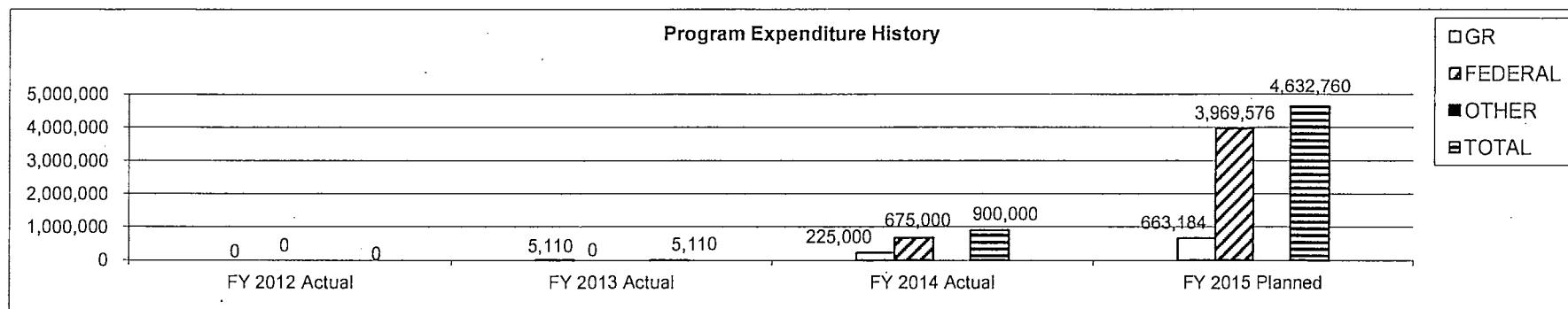
### 3. Are there federal matching requirements? If yes, please explain.

Public Law 92-603 was enacted in which Section 235 provided for 90-percent Federal financial participation (FFP) for design, development, or installation, and 75-percent FFP for operation of state mechanized claims processing and information retrieval systems approved by the Centers for Medicare and Medicaid Services. Implementing regulation, 45 CFR 250.90 and 42 CFR 433, subpart C.

### 4. Is this a federally mandated program? If yes, please explain.

N/A

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



FY13 expenditures for Case Management \$5,110

FY14 expenditures for Case Management \$900,000

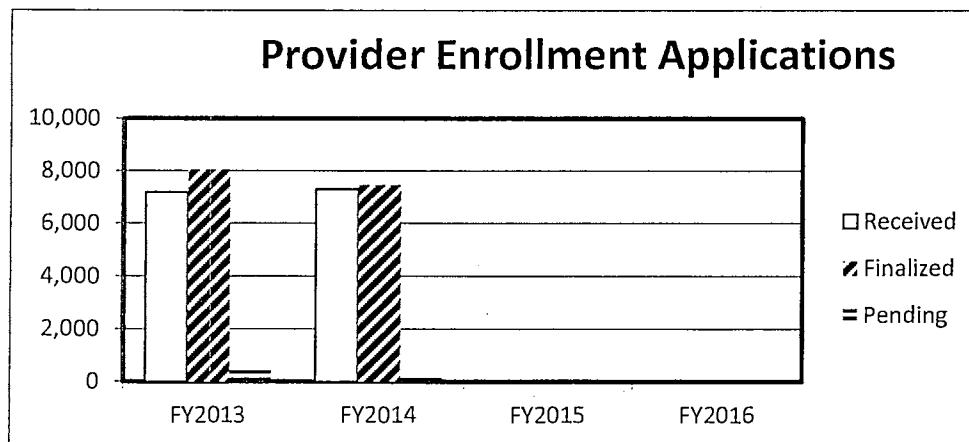
Planned FY 2015 expenditures are net of reserves and reverted.

Reverted: \$ 20,511 (General Revenue)

6. What are the sources of the "Other" funds?

N/A

7a. Provide an effectiveness measure.



FADS			FFS Audit Recoveries
Reports & Algorithms		Avg. # Alg per Mo.	
SFY	Reports Run	Avg. # Alg per Mo.	Actual
FY2013	4,295	7.5	\$32,767,892
FY2014	3,662	5.7	\$24,090,054
FY2015			
FY2016			

The provider enrollment and case management system will provide early detection of non-compliant providers during screening and monitoring, early risk

detection leading to prompt cost avoidance projects, and increase the number of cases and recoveries. Measures will begin immediately upon implementation. The fraud and abuse system effectively creates new algorithms, updates existing algorithms, and performs ad hoc reports in order for users to identify trends, patterns, outliers, and indications of suspicious billing.

**7b.** Provide an efficiency measure.

<b>Provider Enrollment</b>				
<b>SFY</b>	<b># of New Enrollments</b>	<b>Avg. Time in Process</b>	<b># of Applications Denied</b>	<b># of Revalidations Processed</b>
FY2013				
FY2014				
FY2015				
FY2016				
Measures to be reported going forward. Full implementation of the new system to be completed SFY16				

<b>FADS</b>			
<b>SFY</b>	<b>MFCU Referrals</b>	<b># of Provider Terminations</b>	<b># of Claims Reviewed</b>
FY2013	112	889	177,920
FY2014	107	840	270,462
FY2015			
FY2016			

For the provider enrollment and case management system, efficiency measures will include decreased time to process enrollment applications, increased deniability of non-compliant providers, increased number of opened cases, increased number of referrals to the Medicaid Fraud Control Unit, increased identification of risk leading to cost avoidance activities, a decrease in the amount of time spent on each case with an increase in recoveries. These measures will be tracked quantitatively.

**7c.** Provide the number of clients/individuals served, if applicable.

There are 47,000 enrolled fee for service providers who will utilize the new system.

**7d.** Provide a customer satisfaction measure, if available.

Enrollment process times will decrease, and a web-based provider portal will provide for two-way communication, increasing the level of customer service.

# **Recovery Audit & Compliance Contract**

## DECISION ITEM SUMMARY

Budget Unit	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Summary	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
Fund								
<b>RECOVERY AUDIT &amp; COMPL CONTRT</b>								
<b>CORE</b>								
EXPENSE & EQUIPMENT								
RECOVERY AUDIT AND COMPLIANCE	136,915	0.00	1,200,000	0.00	1,200,000	0.00	0	0.00
TOTAL - EE	136,915	0.00	1,200,000	0.00	1,200,000	0.00	0	0.00
<b>TOTAL</b>	<b>136,915</b>	<b>0.00</b>	<b>1,200,000</b>	<b>0.00</b>	<b>1,200,000</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$136,915</b>	<b>0.00</b>	<b>\$1,200,000</b>	<b>0.00</b>	<b>\$1,200,000</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>

## CORE DECISION ITEM

Department: Social Services

Division: Office of Director

Core: Recovery Audit & Compliance Contract

Budget Unit: 90045C

### 1. CORE FINANCIAL SUMMARY

#### FY 2016 Budget Request

	GR	Federal	Other	Total
PS				
EE		1,200,000		1,200,000
PSD				
TRF				
Total		1,200,000		1,200,000

FTE

Est. Fringe	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds: Recovery Audit and Compliance Fund (0974)

#### FY 2016 Governor's Recommendation

	GR	Federal	Other	Total
PS				
EE				
PSD				
TRF				
Total				

FTE

Est. Fringe				
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds:

### 2. CORE DESCRIPTION

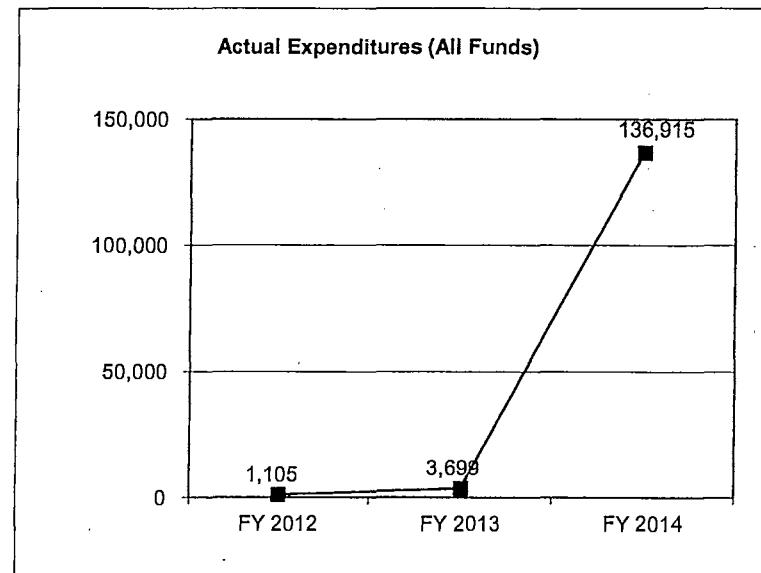
Federal law requires states to contract with a Recovery Audit Contractor to identify and recoup Medicaid provider overpayments. This appropriation funds contractor contingency payments for overpayment recoveries.

### 3. PROGRAM LISTING (list programs included in this core funding)

Recovery Audit & Compliance Contract

#### 4. FINANCIAL HISTORY

	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Current Yr.
Appropriation (All Funds)	500,000	500,000	1,200,000	1,200,000
Less Reverted (All Funds)	(497,970)	0	0	N/A
Budget Authority (All Funds)	2,030	500,000	1,200,000	N/A
Actual Expenditures (All Funds)	1,105	3,699	136,915	N/A
Unexpended (All Funds)		496,301	1,063,085	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	926	496,301	1,063,085	N/A
	(1)	(2)	(3)	



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

#### NOTES:

(1) FY12 Budget authority based on recoveries received into the Recovery Audit & Compliance Fund.

(2) FY13 Budget authority based on recoveries received into the Recovery Audit & Compliance Fund.

(3) FY14 Budget authority based on recoveries received into the Recovery Audit & Compliance Fund.

## CORE RECONCILIATION DETAIL

**DEPARTMENT OF SOCIAL SERVICES**

**RECOVERY AUDIT & COMPL CONTRT**

### 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFF AFTER VETOES</b>							
	EE	0.00	0	0	1,200,000	1,200,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>1,200,000</b>	<b>1,200,000</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	EE	0.00	0	0	1,200,000	1,200,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>1,200,000</b>	<b>1,200,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	EE	0.00	0	0	1,200,000	1,200,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>1,200,000</b>	<b>1,200,000</b>	

**DECISION ITEM DETAIL**

Budget Unit	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>RECOVERY AUDIT &amp; COMPL CONTRT</b>								
<b>CORE</b>								
PROFESSIONAL SERVICES	22,807	0.00	1,200,000	0.00	1,200,000	0.00	0	0.00
M&R SERVICES	114,108	0.00	0	0.00	0	0.00	0	0.00
<b>TOTAL - EE</b>	<b>136,915</b>	<b>0.00</b>	<b>1,200,000</b>	<b>0.00</b>	<b>1,200,000</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$136,915</b>	<b>0.00</b>	<b>\$1,200,000</b>	<b>0.00</b>	<b>\$1,200,000</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$136,915	0.00	\$1,200,000	0.00	\$1,200,000	0.00		0.00

## PROGRAM DESCRIPTION

Department: Social Services

Program Name: Office of Director

Program is found in the following core budget(s): Recovery Audit & Compliance Contract

### 1. What does this program do?

The federal government requires states to contract with a Recovery Audit Contractor (RAC) to identify and recoup Medicaid provider overpayments. State Medicaid programs may contract with one or more RACs to identify underpayments and overpayments and to recoup overpayments. Payments to Medicaid RACs are contingency-based and linked to overpayments the contractors identify. Missouri has contracted with Cognosante as the Medicaid RAC.

Missouri Medicaid Audit and Compliance (MMAC) works with Cognosante to verify recoupment and/or payments. Once 100% of the payment has been received for the audits conducted, an invoice is submitted by Cognosante for the contingency fee percentage related to the amount of recoveries.

Contingency Fee Percentages:

Total Amount of Overpayment Recoveries	Contingency Percentage of Total Overpayments Recovered
\$0 to \$10,000000	12.0%
\$10,000,001 to \$20,000,000	9.5%
\$20,000,001 to \$50,000,000	8.0%
\$50,000,001 to \$60,000,000	9.0%
> \$60,000,001	12.0%

### 2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Section 6411 of the Patient Protection and Affordable Care Act (PPACA; Public Law 111-148) and the Health Care and Education Reconciliation Act (HCERA; Public Law 111-152) and Section 1902 (a) (42) (B) (ii) (IV) (contractor) of the Social Security Act.

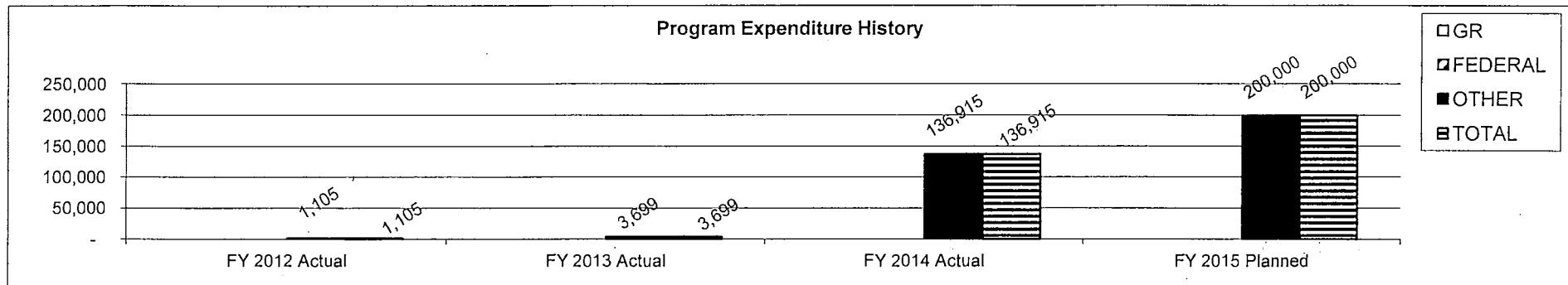
### 3. Are there federal matching requirements? If yes, please explain.

No.

### 4. Is this a federally mandated program? If yes, please explain.

Yes. States are required to contract to identify and recoup Medicaid provider overpayments.

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



Planned FY 2015 expenditures are net of reserve

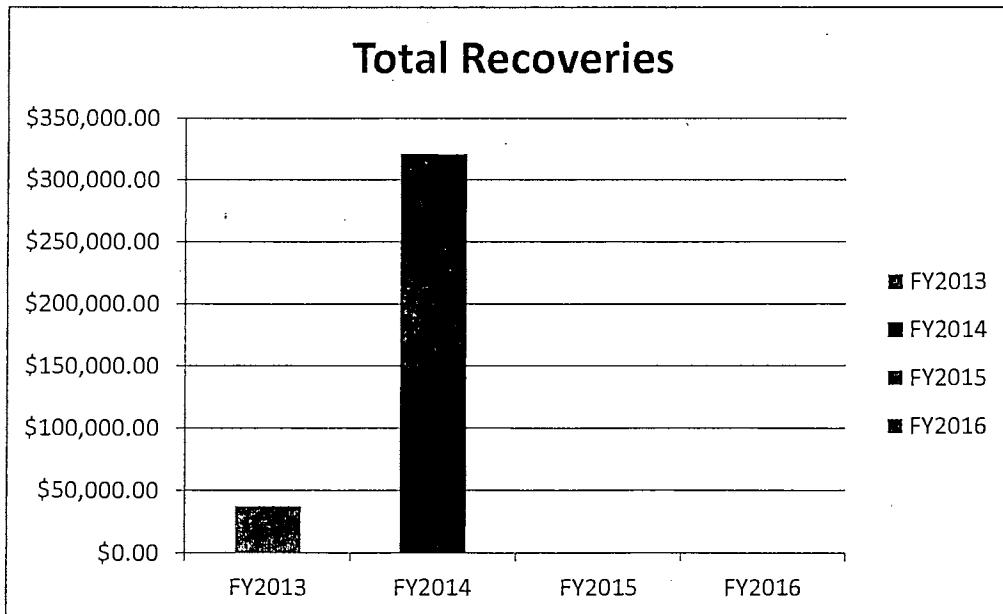
Reserves: \$1,000,000 (Other)

6. What are the sources of the "Other " funds?

Recovery Audit and Compliance Fund (0974).

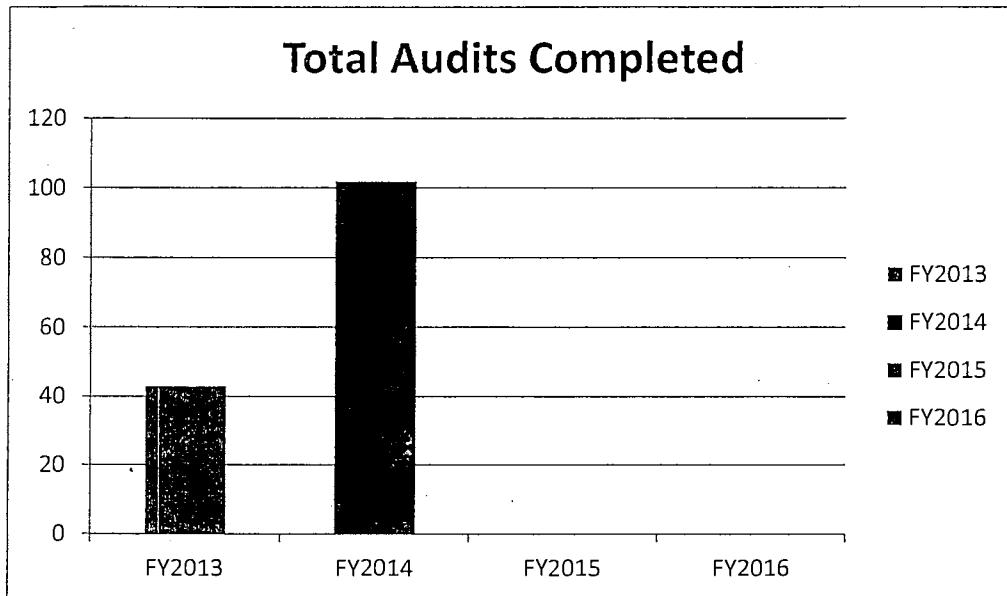
7a. Provide an effectiveness measure.

Recovery Audit Contractor



7b. Provide an efficiency measure.

Recovery Audit Contractor



Measure is the total number of CBT and provider audits completed.

7c. Provide the number of clients/individuals served, if applicable.

N/A

7d. Provide a customer satisfaction measure, if available.

N/A

# **Division of Finance and Administrative Services**

## DECISION ITEM SUMMARY

Budget Unit	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Summary	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
Fund								
<b>FINANCE &amp; ADMINISTRATIVE SRVS</b>								
<b>CORE</b>								
PERSONAL SERVICES								
GENERAL REVENUE	1,748,279	39.67	1,822,337	46.64	1,822,337	46.64	0	0.00
DEPT OF SOC SERV FEDERAL & OTH	986,827	22.42	1,056,729	24.14	1,056,729	24.14	0	0.00
CHILD SUPPORT ENFORCEMENT FUND	35,161	0.76	48,847	1.12	48,847	1.12	0	0.00
DOSS ADMINISTRATIVE TRUST	0	0.00	4,048	0.10	4,048	0.10	0	0.00
<b>TOTAL - PS</b>	<b>2,770,267</b>	<b>62.85</b>	<b>2,931,961</b>	<b>72.00</b>	<b>2,931,961</b>	<b>72.00</b>	<b>0</b>	<b>0.00</b>
EXPENSE & EQUIPMENT								
GENERAL REVENUE	395,945	0.00	404,025	0.00	404,025	0.00	0	0.00
DEPT OF SOC SERV FEDERAL & OTH	150,055	0.00	249,144	0.00	249,144	0.00	0	0.00
DOSS ADMINISTRATIVE TRUST	855,125	0.00	1,500,317	0.00	1,500,317	0.00	0	0.00
<b>TOTAL - EE</b>	<b>1,401,125</b>	<b>0.00</b>	<b>2,153,486</b>	<b>0.00</b>	<b>2,153,486</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>TOTAL</b>	<b>4,171,392</b>	<b>62.85</b>	<b>5,085,447</b>	<b>72.00</b>	<b>5,085,447</b>	<b>72.00</b>	<b>0</b>	<b>0.00</b>
<b>Pay Plan FY15-Cost to Continue - 0000014</b>								
PERSONAL SERVICES								
GENERAL REVENUE	0	0.00	0	0.00	10,095	0.00	0	0.00
DEPT OF SOC SERV FEDERAL & OTH	0	0.00	0	0.00	5,701	0.00	0	0.00
DOSS ADMINISTRATIVE TRUST	0	0.00	0	0.00	20	0.00	0	0.00
<b>TOTAL - PS</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>15,816</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>15,816</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$4,171,392</b>	<b>62.85</b>	<b>\$5,085,447</b>	<b>72.00</b>	<b>\$5,101,263</b>	<b>72.00</b>	<b>\$0</b>	<b>0.00</b>

## CORE DECISION ITEM

Department: Social Services

Budget Unit: 88815C

Division: Finance and Administrative Services

Core: Division of Finance and Administrative Services

### 1. CORE FINANCIAL SUMMARY

FY 2016 Budget Request					FY 2016 Governor's Recommendation				
	GR	Federal	Other	Total		GR	Federal	Other	Total
PS	1,822,337	1,056,729	52,895	2,931,961	PS				
EE	404,025	249,144	1,500,317	2,153,486	EE				
PSD					PSD				
TRF					TRF				
Total	2,226,362	1,305,873	1,553,212	5,085,447	Total				
FTE	46.64	24.14	1.22	72.00	FTE				
<i>Est. Fringe</i>	958,870	527,262	26,508	1,512,639	<i>Est. Fringe</i>				

Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: Child Support Enforcement Collections Fund (0169)

Administrative Trust Fund (0545)

Other Funds:

### 2. CORE DESCRIPTION

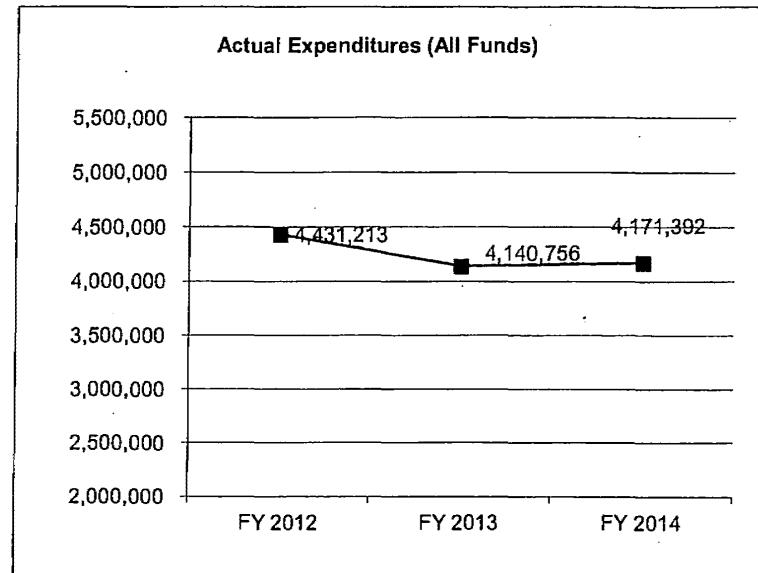
The core funding for the Division of Finance and Administrative Services (DFAS) is responsible for providing centralized financial and administrative support to all Department of Social Services divisions. In addition, staff are responsible for the department's research and data management functions which are included in the DFAS core budget.

### 3. PROGRAM LISTING (list programs included in this core funding)

Division of Finance and Administrative Services

#### 4. FINANCIAL HISTORY

	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Current Yr.
Appropriation (All Funds)	5,256,364	5,140,460	5,071,009	5,085,447
Less Reverted (All Funds)	(72,256)	(68,506)	(66,317)	N/A
Budget Authority (All Funds)	5,184,108	5,071,954	5,004,692	N/A
Actual Expenditures (All Funds)	4,431,213	4,140,756	4,171,392	N/A
Unexpended (All Funds)	<u>752,895</u>	<u>931,198</u>	<u>833,300</u>	N/A
Unexpended, by Fund:				
General Revenue	86,066	66	1	N/A
Federal	275,733	223,027	158,127	N/A
Other	391,096	708,105	675,172	N/A
	(1)	(2)	(3)	



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

#### NOTES:

(1) FY12 Federal Reserves of \$250,000. In FY12 there was a core reduction of \$3,947,752 in the Administrative Trust Fund for the consolidation of OA mail. This consolidation was in effect for a portion of FY11.

(2) FY13 Federal Reserves of \$205,000, Agency Reserve of \$12,830 CSEC.

(3) FY14 Federal Reserves of \$74,075, Agency Reserve of \$12,830 CSEC.

## CORE RECONCILIATION DETAIL

### DEPARTMENT OF SOCIAL SERVICES

#### FINANCE & ADMINISTRATIVE SRVS

#### 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>							
	PS	72.00	1,822,337	1,056,729	52,895	2,931,961	
	EE	0.00	404,025	249,144	1,500,317	2,153,486	
	<b>Total</b>	<b>72.00</b>	<b>2,226,362</b>	<b>1,305,873</b>	<b>1,553,212</b>	<b>5,085,447</b>	
<b>DEPARTMENT CORE ADJUSTMENTS</b>							
Core Reallocation	65 3113	PS	0.00	0	0	0	0
Core Reallocation	65 3115	PS	(0.00)	0	0	0	0
Core Reallocation	65 3117	PS	(0.00)	0	0	0	0
Core Reallocation	65 3050	PS	0.00	0	0	0	(0)
	<b>NET DEPARTMENT CHANGES</b>		<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(0)</b>
<b>DEPARTMENT CORE REQUEST</b>							
	PS	72.00	1,822,337	1,056,729	52,895	2,931,961	
	EE	0.00	404,025	249,144	1,500,317	2,153,486	
	<b>Total</b>	<b>72.00</b>	<b>2,226,362</b>	<b>1,305,873</b>	<b>1,553,212</b>	<b>5,085,447</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	PS	72.00	1,822,337	1,056,729	52,895	2,931,961	
	EE	0.00	404,025	249,144	1,500,317	2,153,486	
	<b>Total</b>	<b>72.00</b>	<b>2,226,362</b>	<b>1,305,873</b>	<b>1,553,212</b>	<b>5,085,447</b>	

**DECISION ITEM DETAIL**

Budget Unit	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>FINANCE &amp; ADMINISTRATIVE SRVS</b>								
<b>CORE</b>								
SALARIES & WAGES	0	0.00	0	0.00	0	0.00	0	0.00
OFFICE SUPPORT ASST (CLERICAL)	0	0.00	9	0.00	0	0.00	0	0.00
ADMIN OFFICE SUPPORT ASSISTANT	101,089	3.35	112,914	3.68	80,892	3.93	0	0.00
SR OFC SUPPORT ASST (KEYBRD)	58,392	2.07	32,438	1.00	57,720	2.57	0	0.00
PRINTING/MAIL TECHNICIAN IV	30,399	1.00	30,658	1.00	30,658	1.00	0	0.00
STOREKEEPER I	74,006	2.95	27,491	1.05	75,923	3.25	0	0.00
PROCUREMENT OFCR I	36,292	0.98	33,892	1.00	37,176	1.00	0	0.00
PROCUREMENT OFCR II	89,777	2.01	84,421	2.00	90,323	2.00	0	0.00
OFFICE SERVICES COOR	31,266	0.75	40,148	1.02	33,263	1.00	0	0.00
ACCOUNT CLERK II	139,611	5.26	239,760	9.09	160,536	8.34	0	0.00
ACCOUNTANT I	101,511	3.29	159,903	4.03	103,648	4.00	0	0.00
ACCOUNTANT II	161,025	4.01	174,070	4.00	160,570	4.00	0	0.00
ACCOUNTING SPECIALIST I	35,571	1.00	35,990	1.00	35,990	1.00	0	0.00
ACCOUNTING SPECIALIST II	0	0.00	249	0.00	0	0.00	0	0.00
ACCOUNTING SPECIALIST III	0	0.00	47,216	1.00	0	(0.00)	0	0.00
BUDGET ANAL II	16,450	0.46	0	0.00	0	0.00	0	0.00
BUDGET ANAL III	44,178	0.99	44,907	1.00	44,907	1.00	0	0.00
RESEARCH ANAL I	2,650	0.09	31,945	0.95	0	(0.00)	0	0.00
RESEARCH ANAL II	34,745	0.99	40,053	1.00	36,613	1.00	0	0.00
RESEARCH ANAL III	155,203	3.31	266,177	8.96	182,103	4.00	0	0.00
RESEARCH ANAL IV	127,468	2.37	110,205	2.00	108,612	2.08	0	0.00
EXECUTIVE I	83,012	2.74	31,877	1.00	62,531	2.00	0	0.00
EXECUTIVE II	0	0.00	94,355	3.00	0	(0.00)	0	0.00
MANAGEMENT ANALYSIS SPEC I	34,857	0.91	15,227	0.53	0	0.00	0	0.00
MANAGEMENT ANALYSIS SPEC II	12,933	0.30	0	0.00	121,131	3.00	0	0.00
TELECOMMUN ANAL IV	53,475	1.00	53,970	1.00	53,970	1.00	0	0.00
MOTOR VEHICLE DRIVER	25,299	1.00	26,713	3.00	26,713	1.00	0	0.00
FACILITIES OPERATIONS MGR B1	10,841	0.26	0	0.00	43,055	1.00	0	0.00
FISCAL & ADMINISTRATIVE MGR B1	148,581	3.01	148,285	3.00	149,400	3.00	0	0.00
FISCAL & ADMINISTRATIVE MGR B2	394,670	6.16	252,108	4.00	508,595	8.00	0	0.00
RESEARCH MANAGER B2	130,678	2.01	70,781	1.00	60,972	1.00	0	0.00
DIVISION DIRECTOR	92,031	1.00	92,720	1.00	92,720	1.00	0	0.00

**DECISION ITEM DETAIL**

Budget Unit	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>FINANCE &amp; ADMINISTRATIVE SRVS</b>								
<b>CORE</b>								
DESIGNATED PRINCIPAL ASST DIV	82,322	1.00	82,967	1.00	82,967	1.00	0	0.00
CLERK	6,218	0.24	0	0.00	3,775	0.50	0	0.00
MISCELLANEOUS TECHNICAL	232	0.00	0	0.00	0	0.00	0	0.00
MISCELLANEOUS PROFESSIONAL	13,801	0.34	1,130	0.19	0	0.00	0	0.00
SPECIAL ASST OFFICIAL & ADMSTR	41,277	0.50	82,967	1.00	82,967	1.00	0	0.00
SPECIAL ASST PROFESSIONAL	280,674	4.55	344,074	5.50	280,374	4.50	0	0.00
SPECIAL ASST TECHNICIAN	16,566	0.43	42,461	1.00	16,900	0.50	0	0.00
SPECIAL ASST OFFICE & CLERICAL	103,167	2.52	79,880	2.00	106,957	3.33	0	0.00
<b>TOTAL - PS</b>	<b>2,770,267</b>	<b>62.85</b>	<b>2,931,961</b>	<b>72.00</b>	<b>2,931,961</b>	<b>72.00</b>	<b>0</b>	<b>0.00</b>
TRAVEL, IN-STATE	31,183	0.00	9,896	0.00	31,184	0.00	0	0.00
TRAVEL, OUT-OF-STATE	0	0.00	2	0.00	0	0.00	0	0.00
SUPPLIES	423,859	0.00	123,510	0.00	423,798	0.00	0	0.00
PROFESSIONAL DEVELOPMENT	6,508	0.00	15,391	0.00	15,454	0.00	0	0.00
COMMUNICATION SERV & SUPP	20,063	0.00	43,444	0.00	30,321	0.00	0	0.00
PROFESSIONAL SERVICES	55,318	0.00	317,265	0.00	116,333	0.00	0	0.00
HOUSEKEEPING & JANITORIAL SERV	1,617	0.00	5,264	0.00	1,705	0.00	0	0.00
M&R SERVICES	3,956	0.00	73,862	0.00	15,500	0.00	0	0.00
MOTORIZED EQUIPMENT	0	0.00	2	0.00	0	0.00	0	0.00
OFFICE EQUIPMENT	155	0.00	38,675	0.00	5,271	0.00	0	0.00
OTHER EQUIPMENT	667	0.00	523	0.00	523	0.00	0	0.00
PROPERTY & IMPROVEMENTS	544	0.00	2,542	0.00	604	0.00	0	0.00
BUILDING LEASE PAYMENTS	1,915	0.00	20,232	0.00	9,915	0.00	0	0.00
EQUIPMENT RENTALS & LEASES	0	0.00	2,360	0.00	2,360	0.00	0	0.00
MISCELLANEOUS EXPENSES	215	0.00	518	0.00	518	0.00	0	0.00
REBILLABLE EXPENSES	855,125	0.00	1,500,000	0.00	1,500,000	0.00	0	0.00
<b>TOTAL - EE</b>	<b>1,401,125</b>	<b>0.00</b>	<b>2,153,486</b>	<b>0.00</b>	<b>2,153,486</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$4,171,392</b>	<b>62.85</b>	<b>\$5,085,447</b>	<b>72.00</b>	<b>\$5,085,447</b>	<b>72.00</b>	<b>\$0</b>	<b>0.00</b>
GENERAL REVENUE	\$2,144,224	39.67	\$2,226,362	46.64	\$2,226,362	46.64		0.00
FEDERAL FUNDS	\$1,136,882	22.42	\$1,305,873	24.14	\$1,305,873	24.14		0.00
OTHER FUNDS	\$890,286	0.76	\$1,553,212	1.22	\$1,553,212	1.22		0.00

## PROGRAM DESCRIPTION

**Department: Social Services**

**Program Name: Division of Finance and Administrative Services**

**Program is found in the following core budget(s): Division of Finance and Administrative Services**

### 1. What does this program do?

The Division of Finance and Administrative Services provides centralized financial and administrative support to all Department of Social Services (DSS) divisions.

In addition, staff responsible for the department's research and data management functions are included in the DFAS. The Center for Management Information (CMI) provides direction for the Department's research and data management functions.

Following is a description of core DFAS functions.

•Budget: DFAS directs and prepares the department budget, compiling and evaluating budget proposals from DSS divisions. In addition, DFAS serves as the department's budget liaison with Office of Administration and House and Senate budget staff and supports divisions during budget hearings. The budget section is responsible for department expenditure control, assuring there is sufficient cash to support available authority, monitoring spending rates and determining that department expenditures are within the scope of house bill intent. DFAS also coordinates all fiscal note preparation for the Department and provides a central contact point for the legislature and Governor's Office for all fiscal note inquiries and questions.

•Compliance and Quality Control: DFAS monitors DSS sub-recipients through onsite visits and desk reviews to ensure both State contract and federal grant requirements are being met. Additionally, staff perform contract compliance reviews to determine if program-specific contract deliverables and financial requirements are met. DFAS also performs internal reviews of department financial systems, payment processes and procedures. In this effort, audit staff are charged with identifying weaknesses in department financial controls and opportunities to improve operational efficiencies. DFAS serves as the point of contact with the outside audit such as the State Auditor's office and the Office of Inspector General.

•Contract Management and Procurement: DFAS is responsible for managing DSS contracts for a wide array of products and services for children and families. DFAS provides assistance and oversight in the development, planning, execution and coordination of RFPs and contracts for services and supplies. DFAS also manages a variety of Memorandums of Understanding (MOU) with various governmental and community agencies. DFAS provides technical expertise and training for DSS staff concerning procurement statutes, regulations and rules, contracting procedures and protocols and ensures that the DSS contracting operations are in compliance with state and federal regulations. DFAS procurement officers serve as liaisons with the state Office of Administration, Division of Purchasing and Materials Management (DPMM). DFAS is responsible for the implementation of practices and initiatives to increase participation of Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) vendors in department contracts. DFAS manages over 33,000 contracts and agreements and processes and over 31,000 procurement documents annually.

•Grants and Cash Management: DFAS manages approximately 53 grants with a value of over \$6.6 billion in federal funds. The agency serves as the single state contact for federal grants that include Temporary Aid to Needy Families (TANF), Social Services Block Grant (SSBG), Medicaid Title XIX and Title XXI (CHIP), Title IV-D (child support) and Title IV-E (child welfare). The Division is responsible for the processes that provide for daily cash draws and deposits to federal funds to support DSS and certain other departments' programs. As the single state contact, DFAS compiles required monthly, quarterly and annual reports associated with each grant and submits these to the federal government on behalf of DSS or another department.

•Payables/Receivables/Payroll: DFAS maintains final approval of payments and is charged with overall compliance with state and federal laws or regulations and adherence to sound and accepted accounting principles. Maintenance of employee time and leave and management of all issues related to salary payments fall under the division's responsibilities.

•Office Services/Warehouse/Emergency Management: Administrative responsibilities include acquisition, storage and distribution of bulk supplies and forms/envelopes; management and tracking of non-expendable property/fixed assets inventory; surplus property retrieval and disposition; technical support in the design, acquisition and installation of telecommunication services and equipment for DSS offices; and delivery of supplies to JC offices and shipping via UPS and freight companies. DFAS also provides mail courier services for offices located in St. Louis and St. Louis County and acts as a liaison on building matters between the program divisions (Jefferson City and field offices) and the Office of Administration, Division of Facilities Management/Design and Construction. Coordinates all requirements and maintains vehicle records for 580 vehicles in the DSS fleet and serves as a liaison to OA Fleet Management. In addition, DFAS leads DSS initiatives to provide statewide mass care (shelter, food and water) coordination during emergencies through the assistance of partner agencies (Red Cross, Salvation Army and other volunteer agencies active in disasters).

•Research and Data Analysis (RDA): RDA provides data to the Department of Social Services. RDA produces a wide range of reports, both regular and ad hoc, about the Department's programs, many of which are available to the public on the Department's website. These statistical reports, coupled with data analysis, are used to inform planning, policy formation and guide decision-making. In addition, RDA assist in supplying information about the Department's programs to constituents, the General Assembly, the Executive Branch, Federal government agencies and the media.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

State Statute: 660.010, RSMo.

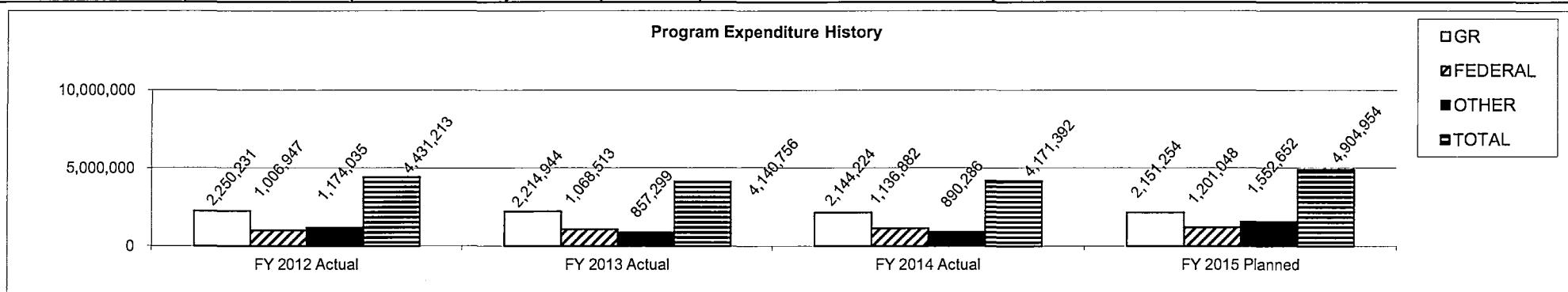
**3. Are there federal matching requirements? If yes, please explain.**

This program does not have a federal matching requirement; however expenditures are pooled with other departmental administrative expenditures to earn a federal indirect rate.

**4. Is this a federally mandated program? If yes, please explain.**

No.

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



Planned FY 2015 expenditures are net of reserves and reverted.

Reverted: \$ 66,791 (General Revenue)

Restricted: \$8,317 (General Revenue), \$4,825 (Federal) and \$243 (Other)

Reserves: \$ 100,000 (Federal) \$317 (Other)

**6. What are the sources of the "Other" funds?**

Child Support Enforcement Fund (0169) and DOSS Administrative Trust (0545).

**7a. Provide an effectiveness measure.**

SFY	Average Time Between Invoice and Vendor Payment (Days)	
	Projected	Actual
2011	20	24
2012	20	26
2013	20	26
2014	20	28
2015	20	
2016	20	

The Division of Finance and Administrative Services provides support functions for all DSS divisions and programs. Other effectiveness measures can be found in divisional sections.

**7b. Provide an efficiency measure.**

SFY	Number of Payment Documents Processed	
	Projected	Actual
2011	167,000	152,640
2012	153,000	152,658
2013	153,000	137,244
2014	138,000	114,056
2015	114,000	
2016	114,000	

During FY13 DSS began reorganizing fiscal processes and functions statewide. Included in the plan is to centralize payment processing. Staff based in DFAS Accounts Payable, Jefferson City, are assuming the responsibility of functions previously performed by many staff located in DSS program offices across the state. Functions that are being centralized include data entry, coding, document numbering, establishing vendors in the State's accounting system (SAMII), responding to vendor inquiries, and requesting encumbrances. Reorganization efforts were completed late FY14. DFAS anticipates efficiencies to include increase payment timeliness and decreased error rates.

SOCIAL SERVICES DIVISION	SFY12	SFY13	SFY14	SFY15
	Actual	Actual	Actual	Projected
Federal Expenditures	4,208,426,469	4,042,333,926	4,155,581,826	4,794,107,382
Total Expenditures	9,724,732,352	9,584,074,388	9,863,834,857	9,863,834,857
% of Federal Expenditures	43%	42%	42%	49%

7c. Provide the number of clients/individuals served, if applicable.

SFY	Travel Expenses	
	Projected	Processed
2011	24,000	19,518
2012	20,000	19,624
2013	20,000	19,241
2014	20,000	19,455
2015	20,000	
2016	20,000	

7d. Provide a customer satisfaction measure, if available.

N/A

# **Revenue Maximization**

## DECISION ITEM SUMMARY

Budget Unit	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Summary	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
Fund								
<b>REVENUE MAXIMATION</b>								
<b>CORE</b>								
EXPENSE & EQUIPMENT								
TEMP ASSIST NEEDY FAM FEDERAL	119,043	0.00	0	0.00	0	0.00	0	0.00
DEPT OF SOC SERV FEDERAL & OTH	136,141	0.00	5,250,000	0.00	5,250,000	0.00	0	0.00
TOTAL - EE	255,184	0.00	5,250,000	0.00	5,250,000	0.00	0	0.00
<b>TOTAL</b>	<b>255,184</b>	<b>0.00</b>	<b>5,250,000</b>	<b>0.00</b>	<b>5,250,000</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$255,184</b>	<b>0.00</b>	<b>\$5,250,000</b>	<b>0.00</b>	<b>\$5,250,000</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>

## CORE DECISION ITEM

Department: Social Services

Division: Finance and Administrative Services

Core: Revenue Maximization

Budget Unit: 88817C

### 1. CORE FINANCIAL SUMMARY

	FY 2016 Budget Request				FY 2016 Governor's Recommendation			
	GR	Federal	Other	Total	GR	Federal	Other	Total
PS					PS			
EE		5,250,000		5,250,000	EE			
PSD					PSD			
TRF					TRF			
Total		5,250,000		5,250,000	Total			
FTE			0.00		FTE			

Est. Fringe	0	0	0	0
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.				

Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Est. Fringe				
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.				

Other Funds:

Other Funds:

### 2. CORE DESCRIPTION

Core budget to provide the Department of Social Services (DSS) with a mechanism for payment of fees to contractors who engage in revenue maximization projects on behalf of the Department.

### 3. PROGRAM LISTING (list programs included in this core funding)

Long Term Care Modernization

Social Supplemental Income Eligibility Determinations

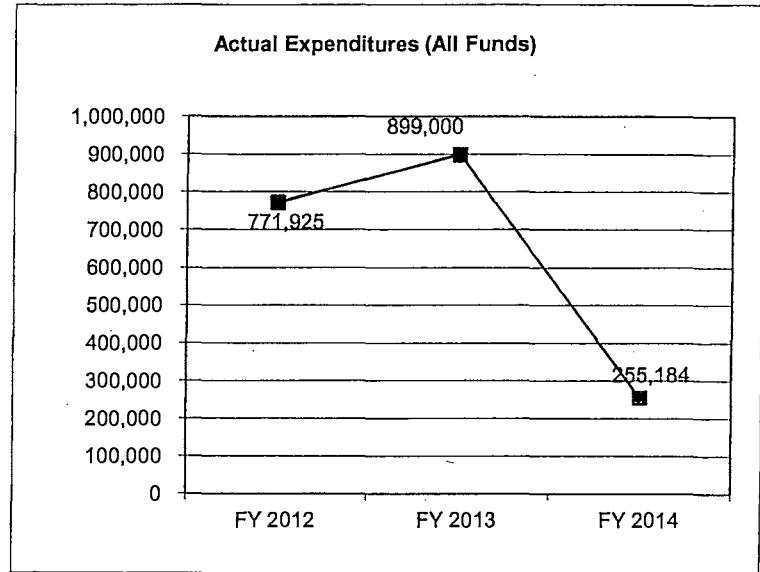
Food Stamp Accuracy

Cost Report and Time Studies

Title IV-E Foster Care Retroactive Claiming

#### 4. FINANCIAL HISTORY

	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Current Yr.
Appropriation (All Funds)	1,000,000	5,250,000	5,250,000	5,250,000
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	1,000,000	5,250,000	5,250,000	N/A
Actual Expenditures (All Funds)	771,925	899,000	255,184	N/A
Unexpended (All Funds)	<u>228,075</u>	<u>4,351,000</u>	<u>4,994,816</u>	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	228,075	4,351,000	4,994,816	5,250,000
Other	0	0	0	N/A
	(1)	(2)	(3)	



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

#### NOTES:

- (1) FY 12 "E" increase of \$750,000 federal fund 0610.
- (2) FY 13 "E" eliminated and appropriation increased. Agency Reserve of \$4,295,000.
- (3) FY 14 Agency Reserve \$4,985,000

## CORE RECONCILIATION DETAIL

DEPARTMENT OF SOCIAL SERVICES

REVENUE MAXIMATION

### 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES	EE	0.00	0	5,250,000	0	5,250,000	
	Total	0.00	0	5,250,000	0	5,250,000	
DEPARTMENT CORE REQUEST	EE	0.00	0	5,250,000	0	5,250,000	
	Total	0.00	0	5,250,000	0	5,250,000	
GOVERNOR'S RECOMMENDED CORE	EE	0.00	0	5,250,000	0	5,250,000	
	Total	0.00	0	5,250,000	0	5,250,000	

**DECISION ITEM DETAIL**

Budget Unit	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>REVENUE MAXIMIZATION</b>								
<b>CORE</b>								
PROFESSIONAL SERVICES	255,184	0.00	5,250,000	0.00	5,250,000	0.00	0	0.00
<b>TOTAL - EE</b>	<b>255,184</b>	<b>0.00</b>	<b>5,250,000</b>	<b>0.00</b>	<b>5,250,000</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$255,184</b>	<b>0.00</b>	<b>\$5,250,000</b>	<b>0.00</b>	<b>\$5,250,000</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00		0.00
FEDERAL FUNDS	\$255,184	0.00	\$5,250,000	0.00	\$5,250,000	0.00		0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00

## PROGRAM DESCRIPTION

**Department: Social Services**

**Program Name: Revenue Maximization**

**Program is found in the following core budget(s): Revenue Maximization**

### **1. What does this program do?**

The Department of Social Services works with contracted entities that specialize in maximizing federal program dollars and identifying other non-GR sources. This program also provides a mechanism to make contingency contract payments on outstanding revenue maximization projects.

#### **Revenue Maximization**

##### **Long-Term Care Modernization**

**Contractor: Sellers Dorsey**

**Project Description:** The first phase of the project is intended to help establish a nursing facility public-private partnership to free up public funds to help fund the non-federal share of Medicaid supplemental payments. This partnership generates funds for the State to invest in long-term care options and other budget priorities. Participants in the public-private partnership also benefit financially. The second phase of the project is to assist the State and stakeholders in reviewing long-term care delivery systems and payment methodologies to "right-size" long-term care delivery options (nursing home bed capacity and Home and Community Based Services options). This project is contingent on identifying resources under other projects such as the Upper Payment Limit.

##### **Social Supplemental Income Eligibility Determinations**

**Contractor: Public Consulting Group (PCG)**

**Project Description:** This contract is to assist with Social Supplemental Income (SSI) applications for children in the custody of the Department and individuals who are currently receiving Medicaid or TANF benefits and who should be receiving Social Security Disability benefits. Through a process conducted by the contractor, only individuals who are likely to be eligible to Social Security Disability benefits and are currently receiving benefits are identified and contacted to participate in this project.

##### **Food Stamp Accuracy**

**Contractor: Public Consulting Group (PCG)**

**Project Description:** The purpose of this contract is to improve payment accuracy within the Food Stamp Program, while also reducing error rates that in turn reduce the potential of federal sanctions, while improving the possibility of to receive federal performance benefits through the program.

##### **Cost Report and Time Studies**

**Contractor: Public Consulting Group (PCG)**

**Description:** This project includes cost report review and validation for contracted foster care case management providers. This will provide child welfare professionals with timely information on provider outcomes and costs to assist in them in making evidence-based and data-driven decisions about where best to place children in the most cost-effective placement.

## Title IV-E Foster Care Retroactive Claiming

Contractor: Public Consulting Group (PCG)

Description: This project identifies unclaimed Title IV-E for children case managed by private contractors who may have been eligible to receive benefits prior to the Department's eligibility review. The identification of these claims by the Division of Social Services Children's Division (DSS/CD) can enhance federal revenue by retroactively claiming Title IV-E maintenance for Title IV-E eligible children in receipt of Foster Care Case Management (FCCM) services.

DSS/CD has the potential to claim Title IV-E for children who have received services prior to DSS/CD conducting a Title IV-E eligibility review. The applicable time frame generally starts when the child is removed from the home and when a final Title IV-E determination is submitted.

## Temporary Assistance for Needy Families (TANF) Revenue Maximization

Description: This is an ongoing project with two main goals. The first goal identifies additional TANF Maintenance of Effort (MOE) funds. The second goal was to review the Department's current federal TANF claiming procedures and to develop a desk manual to ensure that the Department has the proper procedures in place for the claiming of TANF funds and TANF MOE. The additional TANF MOE allowed DSS to receive TANF Contingency Funds used to support child care, Boys and Girls Clubs, Food Banks and any potential state scholarship programs to qualified individuals. The additional TANF MOE also increases the Department's ability to meet the TANF work requirements and to avoid penalties.

### 2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

State Statute: RSMo. 660.010

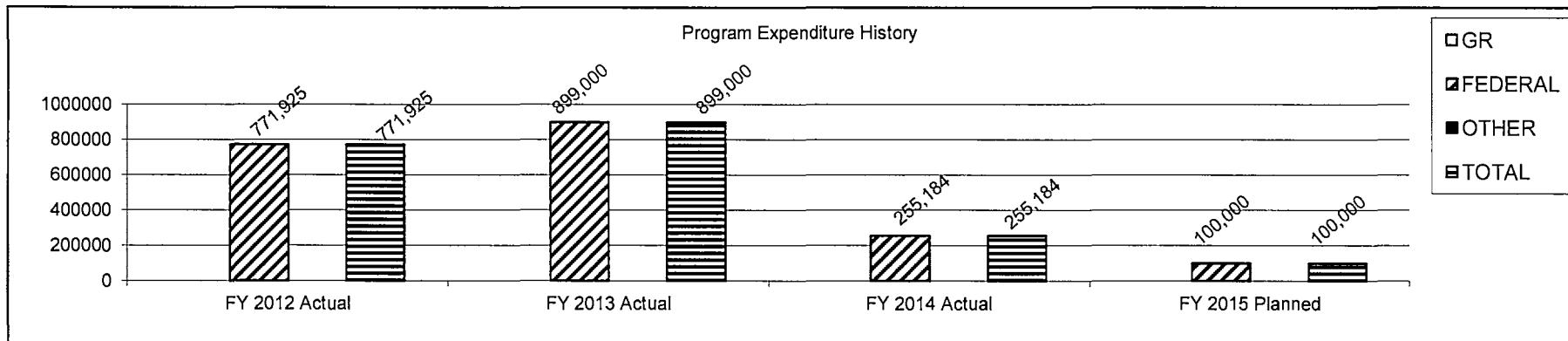
### 3. Are there federal matching requirements? If yes, please explain.

No. Generally, contractors are paid from new federal funds resulting from successful revenue maximization projects. There may be a state match required to receive the additional funds.

### 4. Is this a federally mandated program? If yes, please explain.

No.

### 5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



Planned FY 2015 expenditures are net of reserves.

Reserves: \$5,150,000 (Federal)

**6. What are the sources of the "Other " funds?**

N/A

**7a. Provide an effectiveness measure.**

SFY	Medicaid New Revenues		TANF Revenues		SSDI Revenues	
	Projected	Actual	Projected	Actual	Projected	Actual
2011	\$10,000,000	\$0	\$ 29,500,000	\$22,800,000	\$0	\$0
2012	\$0	\$0	\$ 10,000,000	\$18,880,316	\$0	\$0
2013	\$10,900,000	\$0	\$ 10,000,000	\$18,982,220	\$0	\$0
2014	\$1,000,000	\$0	\$0	\$0	\$0	\$0
2015	\$1,000,000		Unknown**		Unknown**	
2016	\$1,000,000		Unknown**		Unknown**	

Fiscal Year 2012 and 2013 TANF Revenues reflect TANF Contingency Funds

\*DSS has awarded a long-term care modernization project (Fall 2011). This is a substantial multi-year project and it is too early to estimate new Medicaid Revenues for FY 2015 and FY 2016

\*\*Additional TANF Revenues are dependent on the availability of TANF contingency fund.

**7b. Provide an efficiency measure.**

N/A

**7c. Provide the number of clients/individuals served, if applicable.**

N/A

**7d. Provide a customer satisfaction measure, if available.**

N/A

# **Receipt and Disbursement- Refunds**

## DECISION ITEM SUMMARY

Budget Unit	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Summary	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
Fund								
<b>RECEIPT &amp; DISBURSEMENT-REFUNDS</b>								
<b>CORE</b>								
PROGRAM-SPECIFIC								
TITLE XIX-FEDERAL AND OTHER	4,744,026	0.00	5,528,000	0.00	5,528,000	0.00	0	0.00
FEDERAL AND OTHER	61,135	0.00	1,500,000	0.00	1,500,000	0.00	0	0.00
TEMP ASSIST NEEDY FAM FEDERAL	1,257	0.00	27,000	0.00	27,000	0.00	0	0.00
DEPT OF SOC SERV FEDERAL & OTH	756,632	0.00	5,000,000	0.00	5,000,000	0.00	0	0.00
PHARMACY REBATES	0	0.00	25,000	0.00	25,000	0.00	0	0.00
THIRD PARTY LIABILITY COLLECT	189,804	0.00	369,000	0.00	369,000	0.00	0	0.00
PREMIUM	2,422,697	0.00	2,650,000	0.00	2,650,000	0.00	0	0.00
TOTAL - PD	8,175,551	0.00	15,099,000	0.00	15,099,000	0.00	0	0.00
<b>TOTAL</b>	<b>8,175,551</b>	<b>0.00</b>	<b>15,099,000</b>	<b>0.00</b>	<b>15,099,000</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$8,175,551</b>	<b>0.00</b>	<b>\$15,099,000</b>	<b>0.00</b>	<b>\$15,099,000</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>

**CORE DECISION ITEM**

Department: Social Services

Budget Unit: 88853C

Division: Finance and Administrative Services

Core: Receipt and Disbursement - Refunds

**1. CORE FINANCIAL SUMMARY**

	FY 2016 Budget Request				FY 2016 Governor's Recommendation			
	GR	Federal	Other	Total	GR	Federal	Other	Total
PS					PS			
EE					EE			
PSD		12,055,000	3,044,000	15,099,000	PSD			
TRF					TRF			
Total		<b>12,055,000</b>	<b>3,044,000</b>	<b>15,099,000</b>	Total			
FTE			0.00		FTE			

<i>Est. Fringe</i>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

<i>Est. Fringe</i>				
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds: Third Party Liability Collections Fund (0120)

Premium Fund (0885)

Pharmacy Rebates (0114)

Other Funds:

**2. CORE DESCRIPTION**

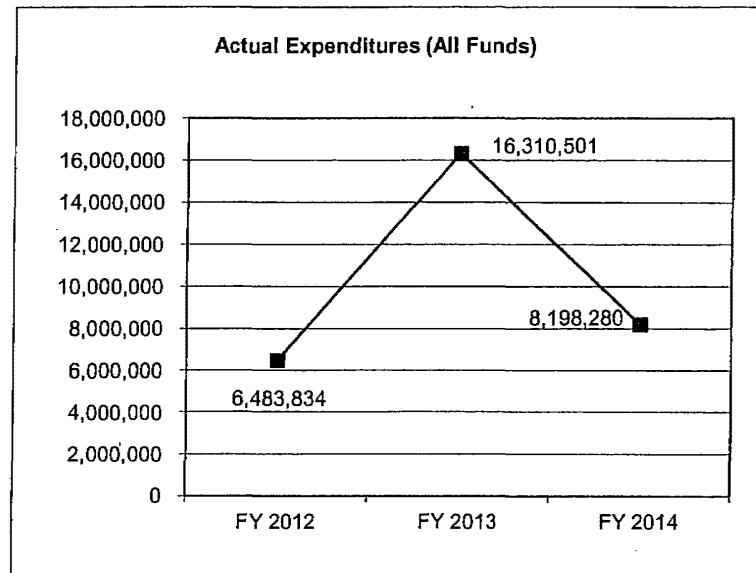
Core budget for the Division of Finance and Administrative Services to manage (refund) incorrectly deposited receipts.

**3. PROGRAM LISTING (list programs included in this core funding)**

Receipt and Disbursement - Refunds

#### 4. FINANCIAL HISTORY

	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Current Yr.
Appropriation (All Funds)	6,703,000	16,374,206	9,989,000	15,099,000
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	6,703,000	16,374,206	9,989,000	N/A
Actual Expenditures (All Funds)	6,483,834	16,310,501	8,198,280	N/A
Unexpended (All Funds)	219,166	63,705	1,790,720	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	213,103	61,616	1,359,221	N/A
Other	6,063	2,089	431,499	N/A
	(1)	(2)	(3)	



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

#### NOTES:

(1) FY12 "E" increases of \$25,000 federal fund (0610); \$2,794,000 federal fund (0163); \$15,000 Third Party Liability (0120); \$1,369,000 Premiums (0885)

(2) FY13 "E" increases and transfers of \$10,122,183 federal fund (0610) due to a repayment of federal deposits in excess of expenditures; \$2,410,405 federal fund (0163); \$12,542 Third Party Liability (0120); \$1,306,419 Premiums (0885)

(3) FY14 "E" authority was removed, additional authority was granted.

## CORE RECONCILIATION DETAIL

**DEPARTMENT OF SOCIAL SERVICES**  
**RECEIPT & DISBURSEMENT-REFUNDS**

**5. CORE RECONCILIATION DETAIL**

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFF AFTER VETOES</b>							
	PD	0.00	0	12,055,000	3,044,000	15,099,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>12,055,000</b>	<b>3,044,000</b>	<b>15,099,000</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	PD	0.00	0	12,055,000	3,044,000	15,099,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>12,055,000</b>	<b>3,044,000</b>	<b>15,099,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	PD	0.00	0	12,055,000	3,044,000	15,099,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>12,055,000</b>	<b>3,044,000</b>	<b>15,099,000</b>	

**DECISION ITEM DETAIL**

Budget Unit	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>RECEIPT &amp; DISBURSEMENT-REFUNDS</b>								
<b>CORE</b>								
REFUNDS	8,175,551	0.00	15,099,000	0.00	15,099,000	0.00	0	0.00
<b>TOTAL - PD</b>	<b>8,175,551</b>	<b>0.00</b>	<b>15,099,000</b>	<b>0.00</b>	<b>15,099,000</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$8,175,551</b>	<b>0.00</b>	<b>\$15,099,000</b>	<b>0.00</b>	<b>\$15,099,000</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00		0.00
FEDERAL FUNDS	\$5,563,050	0.00	\$12,055,000	0.00	\$12,055,000	0.00		0.00
OTHER FUNDS	\$2,612,501	0.00	\$3,044,000	0.00	\$3,044,000	0.00		0.00

## PROGRAM DESCRIPTION

Department: Social Services

Program Name: Receipt and Disbursement--Refunds

Program is found in the following core budget(s): Receipt and Disbursement--Refunds

### 1. What does this program do?

These appropriations allows the Department to make timely deposits of all receipts and then to make refunds or corrections when necessary. Pursuing this method creates additional interest earnings for the state treasury. Delaying the deposit of funds increases the chance that funds will be misused. The State Auditor, who routinely reviews the cash receipt function of the department for accuracy and timeliness, endorses prompt deposit of all funds received. The appropriations also affords the division the authority to make correcting payments in the event funds were originally deposited to an inappropriate fund or when refunds to the payer are required due to an original overpayment.

The Department of Social Services receives hundreds of checks daily. Fiscal integrity and internal controls over cash receipts call for prompt deposit of all funds until a determination can be made as to proper deposit or distribution of the funds. A typical transaction would be when insurance companies and/or other parties liable for medical bills of clients reimburse Medicaid for the entire cost of the care rather than only the portion paid by Medicaid. Later, when the proper amount is determined, a refund is issued from this account for the difference. Another frequent use of this appropriation is to refund a portion of the premium paid by a family when they leave the program.

### 2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

State Statute: 660.010, RSMo.

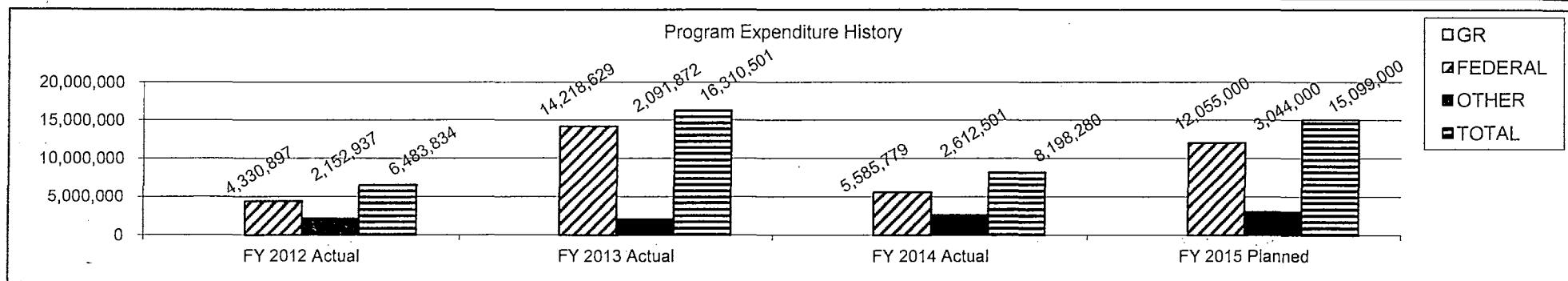
### 3. Are there federal matching requirements? If yes, please explain.

No.

### 4. Is this a federally mandated program? If yes, please explain.

No.

### 5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



**6. What are the sources of the "Other " funds?**

Pharmacy Rebates (0114), Third Party Liability Collections Fund (0120), and Premium Fund (0885).

**7a. Provide an effectiveness measure.**

SFY	Amount of Refunds Processed	
	Projected	Actual
2011	\$6,300,000	\$6,773,557
2012	\$6,300,000	\$6,483,834
2013	\$6,300,000	\$16,310,501
2014	\$9,989,000	\$8,198,280
2015	\$9,989,000	
2016	\$9,989,000	

**7b. Provide an efficiency measure.**

N/A

**7c. Provide the number of clients/individuals served, if applicable.**

N/A

**7d. Provide a customer satisfaction measure, if available.**

N/A

# **Neglected and Delinquent Children**

## DECISION ITEM SUMMARY

Budget Unit	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Summary	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
Fund								
<b>NEGLECTED &amp; DELINQUENT CHLDRN</b>								
<b>CORE</b>								
<b>PROGRAM-SPECIFIC</b>								
GENERAL REVENUE	1,463,756	0.00	1,900,000	0.00	1,900,000	0.00	0	0.00
TOTAL - PD	1,463,756	0.00	1,900,000	0.00	1,900,000	0.00	0	0.00
<b>TOTAL</b>	<b>1,463,756</b>	<b>0.00</b>	<b>1,900,000</b>	<b>0.00</b>	<b>1,900,000</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$1,463,756</b>	<b>0.00</b>	<b>\$1,900,000</b>	<b>0.00</b>	<b>\$1,900,000</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>

## CORE DECISION ITEM

Department: Social Services

Budget Unit: 88854C

Division: Finance and Administrative Services

Core: Neglected and Delinquent Children

### 1. CORE FINANCIAL SUMMARY

	FY 2016 Budget Request				FY 2016 Governor's Recommendation			
	GR	Federal	Other	Total	GR	Federal	Other	Total
PS								
EE								
PSD		1,900,000		1,900,000				
TRF								
Total		1,900,000		1,900,000				

FTE 0.00

FTE

<i>Est. Fringe</i>	0	0	0	0
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<i>Est. Fringe</i>				
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

Other Funds:

### 2. CORE DESCRIPTION

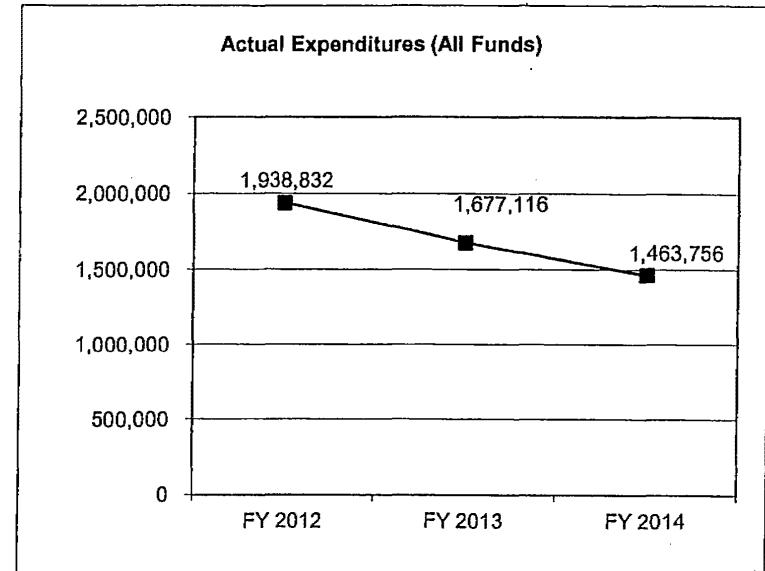
Core budget for state payments to counties for juveniles in county detention centers, pursuant to Sections 211.151 and 211.156, RSMo

### 3. PROGRAM LISTING (list programs included in this core funding)

Payments to counties for neglected and delinquent children.

#### 4. FINANCIAL HISTORY

	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Current Yr.
Appropriation (All Funds)	2,100,000	2,100,000	1,900,000	1,900,000
Less Reverted (All Funds)	(63,000)	(63,000)	(57,000)	N/A
Budget Authority (All Funds)	2,037,000	2,037,000	1,843,000	N/A
Actual Expenditures (All Funds)	1,938,832	1,677,116	1,463,756	N/A
Unexpended (All Funds)	98,168	359,884	379,244	N/A
Unexpended, by Fund:				
General Revenue	23,604	98,168	379,244	0
Federal	0	0	0	0
Other	0	0	0	0
		(1)		



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

#### NOTES:

(1) FY14 Core reduction of \$200,000.

## CORE RECONCILIATION DETAIL

**DEPARTMENT OF SOCIAL SERVICES**  
**NEGLECTED & DELINQUENT CHLDRN**

### 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFF AFTER VETOES</b>							
	PD	0.00	1,900,000	0	0	1,900,000	
	<b>Total</b>	<b>0.00</b>	<b>1,900,000</b>	<b>0</b>	<b>0</b>	<b>1,900,000</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	PD	0.00	1,900,000	0	0	1,900,000	
	<b>Total</b>	<b>0.00</b>	<b>1,900,000</b>	<b>0</b>	<b>0</b>	<b>1,900,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	PD	0.00	1,900,000	0	0	1,900,000	
	<b>Total</b>	<b>0.00</b>	<b>1,900,000</b>	<b>0</b>	<b>0</b>	<b>1,900,000</b>	

**DECISION ITEM DETAIL**

Budget Unit	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>NEGLECTED &amp; DELINQUENT CHLDRN</b>								
<b>CORE</b>								
PROGRAM DISTRIBUTIONS	1,463,756	0.00	1,900,000	0.00	1,900,000	0.00	0	0.00
<b>TOTAL - PD</b>	<b>1,463,756</b>	<b>0.00</b>	<b>1,900,000</b>	<b>0.00</b>	<b>1,900,000</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$1,463,756</b>	<b>0.00</b>	<b>\$1,900,000</b>	<b>0.00</b>	<b>\$1,900,000</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
GENERAL REVENUE	\$1,463,756	0.00	\$1,900,000	0.00	\$1,900,000	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00

## PROGRAM DESCRIPTION

Department: Social Services

Program Name: Neglected and Delinquent Children

Program is found in the following core budget(s): Neglected and Delinquent Children

### 1. What does this program do?

Provides payments to county youth detention programs for juveniles detained in the juvenile justice system. Payments are made in accordance with Section 211.156 RSMo. at a daily rate between \$14 and \$37 established by appropriation. The General Assembly appropriated funds for FY14 to provide a daily reimbursement rate of \$14 as authorized by law.

County detention facilities administered locally by the counties and circuit courts are part of the continuum of services designed to protect Missourians from youth that have entered the juvenile justice system. Counties submit reimbursement requests to the Division of Finance and Administrative Services (DFAS) monthly. The DFAS requires the counties to certify in writing that the child for whom reimbursement is requested has been detained in accordance with state statute.

### 2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

State Statute: RSMo. 211.151, 211.156

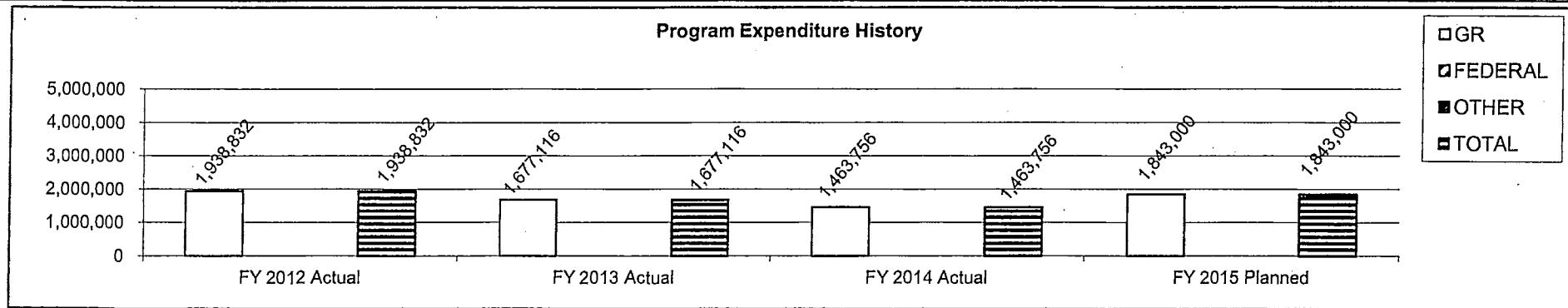
### 3. Are there federal matching requirements? If yes, please explain.

No.

### 4. Is this a federally mandated program? If yes, please explain.

No.

### 5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



Planned FY 2015 expenditures are net of reverted.

Reverted: \$ 57,000 (General Revenue)

**6. What are the sources of the "Other" funds?**

N/A

**7a. Provide an effectiveness measure.**

Reimbursement affects programs and clients in the Children's Division and the Division of Youth Services. Effectiveness measures are incorporated in these division's program description forms.

**7b. Provide an efficiency measure.**

Reimbursement affects programs and clients in the Children's Division and the Division of Youth Services. Efficiency measures are incorporated in these division's program description forms.

**7c. Provide the number of clients/individuals served, if applicable.**

SFY	Number of Detention Days Reimbursed	
	Projected	Actual
2011	154,000	148,314
2012	154,000	138,488
2013	154,000	119,794
2014	120,000	104,554
2015	105,000	
2016	105,000	

**7d. Provide a customer satisfaction measure, if available.**

N/A

# **Division of Legal Services**

## DECISION ITEM SUMMARY

Budget Unit	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Summary	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
Fund								
<b>DIVISION OF LEGAL SERVICES</b>								
<b>CORE</b>								
PERSONAL SERVICES								
GENERAL REVENUE	1,601,189	39.65	1,668,809	41.92	1,668,809	41.92	0	0.00
DEPT OF SOC SERV FEDERAL & OTH	3,038,933	75.18	3,075,850	67.69	3,075,850	67.69	0	0.00
THIRD PARTY LIABILITY COLLECT	566,324	14.02	572,943	13.29	572,943	13.29	0	0.00
CHILD SUPPORT ENFORCEMENT FUND	167,532	4.10	168,488	3.07	168,488	3.07	0	0.00
<b>TOTAL - PS</b>	<b>5,373,978</b>	<b>132.95</b>	<b>5,486,090</b>	<b>125.97</b>	<b>5,486,090</b>	<b>125.97</b>	<b>0</b>	<b>0.00</b>
EXPENSE & EQUIPMENT								
GENERAL REVENUE	35,005	0.00	36,075	0.00	36,075	0.00	0	0.00
DEPT OF SOC SERV FEDERAL & OTH	351,244	0.00	665,910	0.00	665,910	0.00	0	0.00
THIRD PARTY LIABILITY COLLECT	60,075	0.00	114,724	0.00	114,724	0.00	0	0.00
<b>TOTAL - EE</b>	<b>446,324</b>	<b>0.00</b>	<b>816,709</b>	<b>0.00</b>	<b>816,709</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
PROGRAM-SPECIFIC								
DEPT OF SOC SERV FEDERAL & OTH	24,636	0.00	0	0.00	0	0.00	0	0.00
<b>TOTAL - PD</b>	<b>24,636</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>TOTAL</b>	<b>5,844,938</b>	<b>132.95</b>	<b>6,302,799</b>	<b>125.97</b>	<b>6,302,799</b>	<b>125.97</b>	<b>0</b>	<b>0.00</b>
<b>Pay Plan FY15-Cost to Continue - 0000014</b>								
PERSONAL SERVICES								
GENERAL REVENUE	0	0.00	0	0.00	9,913	0.00	0	0.00
DEPT OF SOC SERV FEDERAL & OTH	0	0.00	0	0.00	16,583	0.00	0	0.00
THIRD PARTY LIABILITY COLLECT	0	0.00	0	0.00	3,088	0.00	0	0.00
<b>TOTAL - PS</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>29,584</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>29,584</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$5,844,938</b>	<b>132.95</b>	<b>\$6,302,799</b>	<b>125.97</b>	<b>\$6,332,383</b>	<b>125.97</b>	<b>\$0</b>	<b>0.00</b>

## CORE DECISION ITEM

Department: Social Services

Budget Unit: 88912C

Division: Legal Services

Core: Legal Services

### 1. CORE FINANCIAL SUMMARY

	FY 2016 Budget Request				FY 2016 Governor's Recommendation			
	GR	Federal	Other	Total	GR	Federal	Other	Total
PS	1,668,809	3,075,850	741,431	5,486,090	PS			
EE	36,075	665,910	114,724	816,709	EE			
PSD					PSD			
TRF					TRF			
Total	<b>1,704,884</b>	<b>3,741,760</b>	<b>856,155</b>	<b>6,302,799</b>	Total			
FTE	<b>41.92</b>	<b>67.69</b>	<b>16.36</b>	<b>125.97</b>	FTE			

<i>Est. Fringe</i>	870,259	1,509,223	364,226	2,743,708
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds: Third Party Liability Collections Fund (0120)  
Child Support Enforcement Fund (0169)

<i>Est. Fringe</i>				
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

### 2. CORE DESCRIPTION

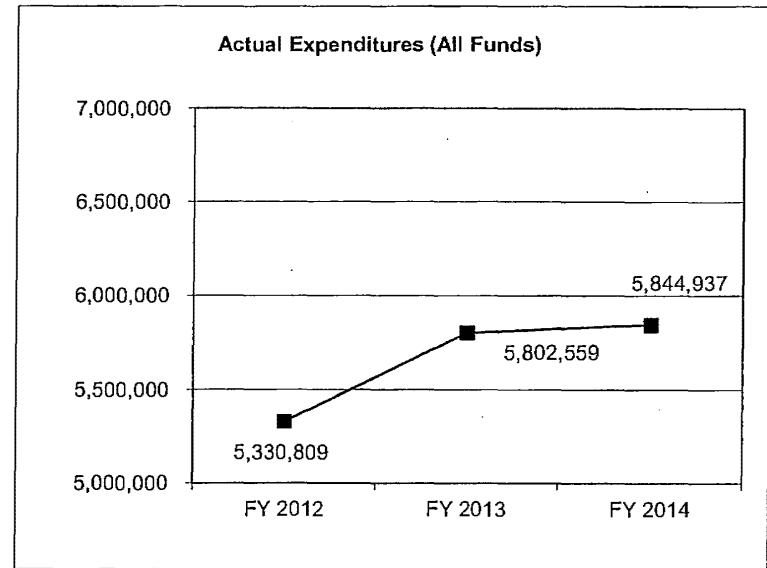
Core funding for the Division of Legal Services (DLS) to provide comprehensive legal support to all program and support divisions in the Department of Social Services.

### 3. PROGRAM LISTING (list programs included in this core funding)

Division of Legal Services

#### 4. FINANCIAL HISTORY

	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Current Yr.
Appropriation (All Funds)	5,943,556	6,301,862	6,247,041	6,302,799
Less Reverted (All Funds)	(45,631)	(52,943)	(50,604)	N/A
Budget Authority (All Funds)	5,897,925	6,248,919	6,196,437	N/A
Actual Expenditures (All Funds)	5,330,809	5,802,559	5,844,937	N/A
Unexpended (All Funds)	567,116	446,360	351,500	N/A
Unexpended, by Fund:				
General Revenue	36,573	59	0	N/A
Federal	348,047	293,079	295,987	N/A
Other	182,496	153,222	55,513	N/A
	(1)	(2)	(3)	



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

#### NOTES:

- (1) FY12 \$271,354 Federal Fund agency reserve, \$65,948 Child Support Enforcement fund agency reserve.
- (2) FY13 \$271,354 Federal Fund agency reserve, \$153,065 Third Party Liability fund agency reserve.
- (3) FY14 \$271,354 Federal Fund agency reserve, \$54,648 Third Party Liability fund agency reserve.

## CORE RECONCILIATION DETAIL

### DEPARTMENT OF SOCIAL SERVICES

#### DIVISION OF LEGAL SERVICES

#### 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFF AFTER VETOES</b>							
	PS	125.97	1,668,809	3,075,850	741,431	5,486,090	
	EE	0.00	36,075	665,910	114,724	816,709	
	<b>Total</b>	<b>125.97</b>	<b>1,704,884</b>	<b>3,741,760</b>	<b>856,155</b>	<b>6,302,799</b>	
<b>DEPARTMENT CORE ADJUSTMENTS</b>							
Core Reallocation	108 2790	PS	0.00	0	0	0	(0)
Core Reallocation	108 6353	PS	0.00	0	0	0	(0)
Core Reallocation	108 1009	PS	(0.00)	0	0	0	0
	<b>NET DEPARTMENT CHANGES</b>	<b>(0.00)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(0)</b>
<b>DEPARTMENT CORE REQUEST</b>							
	PS	125.97	1,668,809	3,075,850	741,431	5,486,090	
	EE	0.00	36,075	665,910	114,724	816,709	
	<b>Total</b>	<b>125.97</b>	<b>1,704,884</b>	<b>3,741,760</b>	<b>856,155</b>	<b>6,302,799</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	PS	125.97	1,668,809	3,075,850	741,431	5,486,090	
	EE	0.00	36,075	665,910	114,724	816,709	
	<b>Total</b>	<b>125.97</b>	<b>1,704,884</b>	<b>3,741,760</b>	<b>856,155</b>	<b>6,302,799</b>	

**DECISION ITEM DETAIL**

Budget Unit	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>DIVISION OF LEGAL SERVICES</b>								
<b>CORE</b>								
SR OFC SUPPORT ASST (CLERICAL)	20,807	0.84	28,506	1.00	28,506	1.00	0	0.00
ADMIN OFFICE SUPPORT ASSISTANT	190,381	6.34	143,114	4.49	183,114	4.49	0	0.00
OFFICE SUPPORT ASST (KEYBRD)	269,703	12.05	243,530	11.00	253,866	11.00	0	0.00
SR OFC SUPPORT ASST (KEYBRD)	319,653	12.47	336,369	12.00	326,033	12.00	0	0.00
RESEARCH ANAL I	34,323	1.01	34,731	1.00	34,731	1.00	0	0.00
EXECUTIVE I	12,906	0.41	29,191	1.00	29,191	1.00	0	0.00
PROGRAM DEVELOPMENT SPEC	43,588	1.01	44,041	1.00	44,041	1.00	0	0.00
CLAIMS & RESTITUTION TECH I	18,851	0.68	74,113	2.04	0	0.16	0	0.00
CLAIMS & RESTITUTION TECH II	0	0.00	25,426	1.00	0	0.02	0	0.00
INVESTIGATOR I	117,226	3.71	71,840	2.00	107,863	2.00	0	0.00
INVESTIGATOR II	523,362	13.87	672,827	12.75	596,804	12.75	0	0.00
INVESTIGATOR III	634,943	15.18	744,202	15.02	744,202	15.02	0	0.00
HEARINGS OFFICER	0	0.00	251	0.00	251	0.00	0	0.00
INVESTIGATION MGR B1	49,274	1.00	88,356	2.00	88,356	2.00	0	0.00
SOCIAL SERVICES MGR, BAND 1	42,015	1.01	42,193	1.00	42,193	1.00	0	0.00
DIVISION DIRECTOR	92,032	1.01	92,715	1.00	92,715	1.00	0	0.00
DEPUTY DIVISION DIRECTOR	72,171	1.01	73,343	1.00	73,343	1.00	0	0.00
LEGAL COUNSEL	1,410,962	27.51	1,432,654	27.43	1,532,193	30.29	0	0.00
HEARINGS OFFICER	1,199,599	27.01	1,017,869	22.37	1,017,869	22.37	0	0.00
CLERK	13,564	0.58	11,469	0.53	11,469	0.53	0	0.00
TYPIST	0	0.00	125	0.00	125	0.00	0	0.00
MISCELLANEOUS PROFESSIONAL	50,797	0.75	58,293	1.12	58,293	1.12	0	0.00
SPECIAL ASST PROFESSIONAL	128,502	2.00	56,876	1.00	56,876	1.00	0	0.00
SPECIAL ASST OFFICE & CLERICAL	128,288	3.47	156,019	4.00	156,019	4.00	0	0.00
INVESTIGATOR	1,031	0.03	8,037	0.22	8,037	0.22	0	0.00
<b>TOTAL - PS</b>	<b>5,373,978</b>	<b>132.95</b>	<b>5,486,090</b>	<b>125.97</b>	<b>5,486,090</b>	<b>125.97</b>	<b>0</b>	<b>0.00</b>
TRAVEL, IN-STATE	48,045	0.00	37,535	0.00	44,245	0.00	0	0.00
TRAVEL, OUT-OF-STATE	3,410	0.00	543	0.00	1,459	0.00	0	0.00
SUPPLIES	175,969	0.00	363,807	0.00	363,807	0.00	0	0.00
PROFESSIONAL DEVELOPMENT	30,198	0.00	48,325	0.00	48,325	0.00	0	0.00
COMMUNICATION SERV & SUPP	99,707	0.00	173,626	0.00	173,626	0.00	0	0.00
PROFESSIONAL SERVICES	50,020	0.00	78,309	0.00	78,309	0.00	0	0.00

**DECISION ITEM DETAIL**

Budget Unit	FY 2014	FY 2014	FY 2015	FY 2015	FY 2016	FY 2016	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>DIVISION OF LEGAL SERVICES</b>								
<b>CORE</b>								
HOUSEKEEPING & JANITORIAL SERV	1,089	0.00	1,276	0.00	1,276	0.00	0	0.00
M&R SERVICES	25,437	0.00	40,212	0.00	36,359	0.00	0	0.00
MOTORIZED EQUIPMENT	0	0.00	30,165	0.00	30,165	0.00	0	0.00
OFFICE EQUIPMENT	2,856	0.00	10,702	0.00	10,684	0.00	0	0.00
OTHER EQUIPMENT	1,280	0.00	11,007	0.00	7,252	0.00	0	0.00
PROPERTY & IMPROVEMENTS	0	0.00	380	0.00	380	0.00	0	0.00
BUILDING LEASE PAYMENTS	498	0.00	8,138	0.00	8,138	0.00	0	0.00
EQUIPMENT RENTALS & LEASES	2,323	0.00	2,667	0.00	2,667	0.00	0	0.00
MISCELLANEOUS EXPENSES	5,492	0.00	10,017	0.00	10,017	0.00	0	0.00
<b>TOTAL - EE</b>	<b>446,324</b>	<b>0.00</b>	<b>816,709</b>	<b>0.00</b>	<b>816,709</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
DEBT SERVICE	24,636	0.00	0	0.00	0	0.00	0	0.00
<b>TOTAL - PD</b>	<b>24,636</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$5,844,938</b>	<b>132.95</b>	<b>\$6,302,799</b>	<b>125.97</b>	<b>\$6,302,799</b>	<b>125.97</b>	<b>\$0</b>	<b>0.00</b>
GENERAL REVENUE	\$1,636,194	39.65	\$1,704,884	41.92	\$1,704,884	41.92		0.00
FEDERAL FUNDS	\$3,414,813	75.18	\$3,741,760	67.69	\$3,741,760	67.69		0.00
OTHER FUNDS	\$793,931	18.12	\$856,155	16.36	\$856,155	16.36		0.00

## PROGRAM DESCRIPTION

**Department: Social Services**

**Program Name: Division of Legal Services**

**Program is found in the following core budget(s): Division of Legal Services**

### **1. What does this program do?**

The Division of Legal Services (DLS) provides comprehensive legal support to all program and support divisions in the Department of Social Services (DSS) to assist these agencies in accomplishing the Department's goals and objectives.

DLS is functionally organized into four major sections:

#### Litigation

The Litigation Section provides legal counsel and representation to the Department of Social Services and its separate divisions. The Chief Counsel for Litigation administers the section and assists the General Counsel in providing legal assistance and advice to the DSS Director to ensure that the programs and policies of the Department are implemented in the manner provided by law. Litigation attorneys are based in offices in Jefferson City, St. Louis, Independence and Springfield.

The primary focus of the litigation attorneys is to provide legal representation to the Children's Division (CD) in Juvenile Court to support the children in achieving safe, stable, permanent homes; to ensure integrity and accountability in the administration of income maintenance programs and to combat waste, fraud and abuse in DSS' programs. DLS attorneys have also represented DSS in administrative hearings in TANF (Temporary Assistance for Needy Families) drug testing cases in SFY 2014. Additional duties include:

- providing legal advice and representation to the child abuse and neglect hotline system, and defending the decisions made by the Department in Circuit Court;
- providing competent and zealous litigation support to CD in child abuse and neglect investigations, enhancing the effectiveness of that program by ensuring that perpetrators of abuse and neglect are properly identified in the Central Registry;
- providing legal advice, training and courtroom representation for CD in the Juvenile and Circuit Courts of the State;
- providing legal advice and representation to CD on matters relating to licensure of foster homes, including actions pertaining to sanctioning of these entities;
- providing legal research to the Department's General Counsel and the program divisions;
- reviewing proposed legislation and preparing fiscal notes;
- reviewing and drafting of contracts between divisions and nongovernment service providers;
- reviewing and drafting memorandums of understanding between the department/divisions and other governmental entities;
- providing legal advice and courtroom representation to the Division of Youth Services to assure that its mission of addressing the needs of delinquent youth is attained;
- providing legal advice and counsel to the MO HealthNet Division in administering the MO HealthNet program;
- providing legal advice, representation and counsel to the Family Support Division in administering the income maintenance and child support programs;
- serving as a liaison between the Department and its divisions, and the Missouri Attorney General's Office on cases involving litigation involving the Department; and
- providing legal advice and counsel to the other support divisions within the Department.

## Administrative Hearings

The Administrative Hearings Section is comprised of hearing officers based in Jefferson City, St. Louis and Independence who conduct hearings related to child support enforcement and public benefits. The licensed attorneys who conduct child support hearings are qualified and trained to provide full and fair hearings in all facets of the child support process, including enforcement, establishment, and modification of administrative child support orders.

Hearing officers within the Administrative Hearings Section also provide full and fair administrative hearings for public benefit and service recipients who are challenging a decision of the Family Support Division or the MO HealthNet Division. These due process hearings provide a forum for determining whether the denial or termination of public benefits or services was justified. Providing full and fair administrative hearings and rendering decisions expeditiously, these hearing officers are able to provide due process to all participants and promote the integrity of state programs, including food stamps, cash assistance, and medical assistance programs.

Hearing officers also hear provider appeals of Children's Divisions' decisions to deny or revoke the registration of child care providers from the state's childcare subsidy program and conduct hearings on adoption and foster home licensure.

## Investigations

The Investigation Section is divided into three units: Welfare Investigations, Claims and Restitution, and Special Assignment Unit.

The Welfare Investigation Unit (WIU) is divided into five regions: Independence, St. Louis, Jefferson City, Springfield, and Sikeston. The WIU primarily investigates allegations of recipient fraud and abuse involving the various public assistance programs administered by DSS including but not limited to: Food Stamps, TANF, Blind Pension, Child Care (recipient and provider), MO HealthNet (MHD), Energy Assistance, and complaints of EBT trafficking. WIU also investigates employee threat referrals from all divisions of DSS.

The Claims and Restitution (C&R) unit operates and manages the Claims Accounting Restitution System (CARS). The CARS system tracks the establishment and collection efforts of all claims in the public assistance programs administered by DSS. The C&R unit also administers the Treasury Offset Program (TOP) and initiates collection actions, locates persons owning monies to the Department of Social Services, monitors payments and takes appropriate action on delinquent accounts. The TOP provides for the intercept of individuals' federal income tax refunds to satisfy outstanding food stamp overpayments.

The Special Assignment Unit (SAU) is responsible for conducting criminal, personnel, and internal investigations to strengthen departmental integrity and for furnishing technical support and investigative assistance to the various DSS divisions in their administration and control of departmental programs. The SAU also assists in locating persons, identifying resources, conducts background investigations and associated research in support of DSS investigations, and conducts background checks on prospective DSS employees.

## State Technical Assistance Team

The State Technical Assistance Team (STAT) assists in the investigation of child abuse, child neglect, child sexual abuse, child exploitation/pornography or child fatality cases, as described in Sections 660.520 to 660.527, RSMo, upon the request of local, state or federal law enforcement, prosecuting officials, Department of Social Services staff, representatives of the family courts, medical examiner, coroner or juvenile officer. As licensed peace officers by the Director of the Department of Public Safety pursuant to Chapter 590, RSMo, STAT investigators are deemed peace officers and have powers of arrest, limited to offenses involving child abuse, child neglect, child sexual abuse, child exploitation/pornography or child fatality. STAT assists county multidisciplinary teams in the development and implementation of protocols for the investigation and prosecution of child abuse, child neglect, child sexual abuse, child exploitation/pornography or child fatality.

STAT also manages Missouri's Child Fatality Review Program (RSMo 210.192, et. al.) with multidisciplinary panels in 114 counties and the City of St. Louis. Based on information received, risks to children are identified and prevention strategies are developed.

DLS also coordinates the department's compliance with the federal Health Insurance Portability and Accountability Act (HIPPA). HIPPA requires that the Department have a privacy officer to oversee the Department's implementation of HIPPA standards within the Department and training of Department employees on HIPPA standards and the continuous compliance with the rules.

### **2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Chapters 58, 194, 205, 207, 208, 210, 211, 219, 452, 453, 454, 455, 456, 473, 621, 660 RSMo.; Medicaid 42 USC Chapter 7 subchapter XIX, Section 1396; 20 CFR 404 1001-1096; 1501-1675 subchapter 8(1,2); 42 CFR 440-441, 483; 45 CFR 205 and 206; TANF 45 CFR 233, 261, 262; 7 CFR 273.15; 7 CFR 273.16(e); 45 CFR 303.101; 45 CFR 302.50; 45 CFR 302.70 (2); 45 CFR 303.8(B); 45 CFR 303.100; 45 CFR 303.105; 7 CFR Section 273.18; 42 CFR Section 456.3(a); CFR Section 456.1--456.23; 42 USC Section 5106a; 42 USC Sections 670-680.

### **3. Are there federal matching requirements? If yes, please explain.**

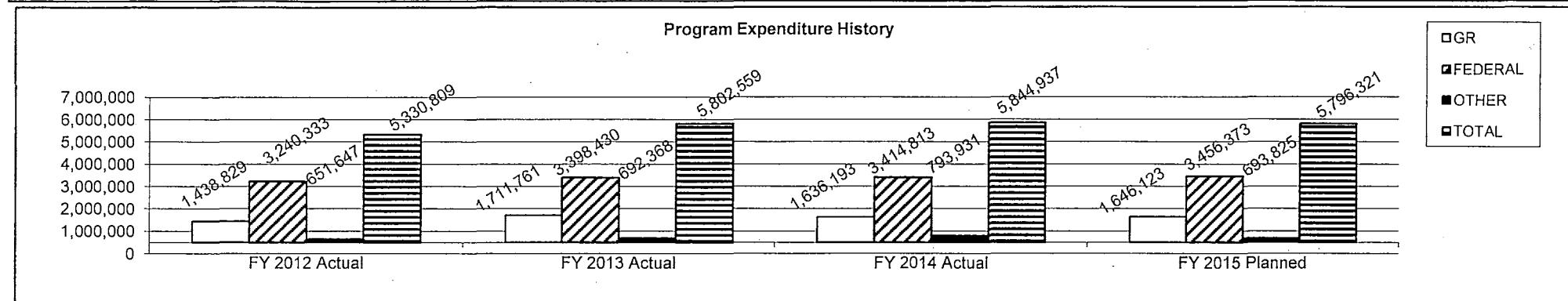
Federal matching requirements depend on the program DLS is supporting. For example, expenditures related to seeking permanency for children in the care and custody of the Children's Division could be eligible for the IV-E administrative match of 50% federal/50% state. Other expenditures are pooled with other administrative expenditures to earn a federal indirect rate.

### **4. Is this a federally mandated program? If yes, please explain.**

Yes, in some areas. The Division of Legal Services (DLS) performs administrative hearings for the following federally mandated programs: MO HealthNet, TANF, Food Stamps and Child Support. DLS provides investigation services for food stamp fraud, claims and restitution and MO HealthNet fraud. The litigation section manages cases related to MO HealthNet utilization, child protection and permanency planning in the areas of foster care, adoption and reunification.

A complete list of federal mandates can be found with each program description in the Divisions that administer the above listed programs.

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



Planned FY 2015 expenditures are net or reserves and reverted.

Reverted: \$51,146 (General Revenue)

Restricted: \$7,615 (General Revenue), \$14,803 (Federal) and \$2,612 (Other)

Reserves: \$430,302 (\$271,354 Federal and \$158,948 Other)

6. What are the sources of the "Other" funds?

Third Party Liability Collections Fund (0120) and Child Support Enforcement Fund (0169).

7a. Provide an effectiveness measure.

Average Number of Months Between Permanency Planning Case Assignment to Attorney and Closure		
SFY	Projected	Actual
2011	12.0	13.0
2012	12.0	10.0
2013	12.0	12.0
2014	12.0	11.0
2015	12.0	
2016	12.0	

Average Number of Days Between the Date a Child Support Hearing Request is Received to the Date of the Hearing		
SFY	Projected	Actual
2011	200	198
2012	90	46
2013	90	23
2014	30	15
2015	30	
2016	30	

7b. Provide an efficiency measure.

Annual Recovered Amount of Fraudulently Received Public Assistance Benefits		
SFY	Projected	Actual*
2011	\$1.5 million	\$1.5 million
2012	\$1.5 million	\$1.7 million
2013	\$1.7 million	\$1.7 million
2014	\$1.7 million	\$1.7 million
2015	\$1.7 million	
2016	\$1.7 million	

\*Includes money collected from the Treasury Offset Program.

7c. Provide the number of clients/individuals served, if applicable.

SFY	Number of Protective Service Cases Closed		Hearing Section Decisions		Investigations Concluded (Investigation Section)		Criminal Investigation Concluded (STAT)	
	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual
2011	1,450	948*	26,000	25,053	6,500	5,034	225	212
2012	1,100	1,171	26,000	30,815	6,500	3,380	225	234
2013	1,100	1,251	29,934	30,815	6,500	3,724	225	164**
2014	1,100	1,207	30,000	20,135	5,000	4,489	200	177
2015	1,100		30,000		5,000		200	
2016	1,100		30,000		5,000		200	

\*DLS/Litigation - This decline is within expected limits and is not deemed significant. DLS attorneys have also closed an additional 5,594 matters, (ex. Subpoena cases, TA Drug Testing cases, etc) that are not reflected in the Permanency Planning case closure statistics.

\*\*STAT experienced a decrease in concluded cases due to investigative staff turnover. Additionally, due to the complexity of cases where field investigations involved high technology examinations of computer and mobile devices, separate case numbers were not assigned for the examinations, making it simpler to maintain reports and evidence all under one case number.

7d. Provide a customer satisfaction measure, if available.

N/A